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THE LIBRARY JOURNAL

VOL. 58 April 1, 1933 No. 7

Equipment Number

Correlated Order Forms
Nelson W. McCombs

Library Chairs and Reading Tables
Theodore W. Koch

Designing Baltimore's Library Furniture
Beta Kaessman

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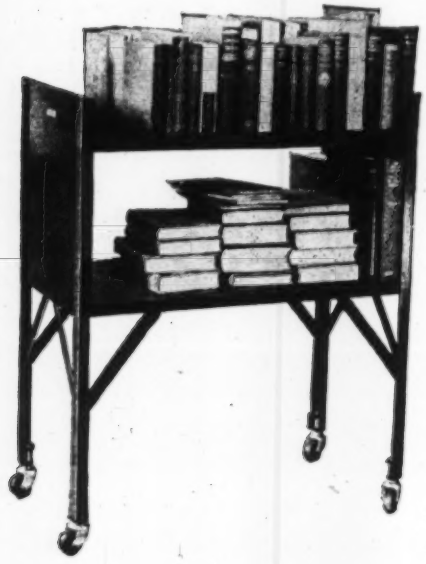

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Forthcoming Issues of THE LIBRARY JOURNAL

The leading article in the April 15 issue will be "Adult Education in Relation to Libraries," by Sir Henry A. Miers. This is Sir Henry Miers' Presidential address delivered at Bournemouth, England, last Fall and reprinted by permission from *The Library Association Record* of September, 1932. The printing of this excellent article has been delayed in obtaining permission to reprint. Other articles will be: "The Reader Receives New Consideration," by Louis R. Wilson, Dean of the University of Chicago Graduate Library School; "The Children's Librarian Takes Stock," by Mary L. Lucas, Supervisor of Young People's Reading, Providence, R. I.; and "The Depression University," by W. F. Stevens, Librarian of the Carnegie Library, Homestead, Pa.

Forthcoming numbers will include a complete description of the New Central Building of the Enoch Pratt Free Library in Baltimore, Md., the furniture of which is described in this number, and Miss Fuchs' delayed article on "Money-Saving Devices in the Catalog Department."

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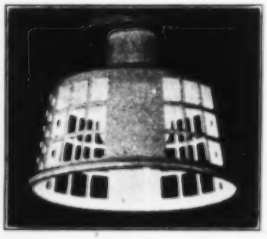

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THE LIBRARY JOURNAL

Correlated Order Forms

By NELSON W. McCOMBS

Librarian, New York University, Washington Square Library

EVERY WELL organized concern, whether working for monetary profits or for educational profits, uses forms to assure complete, accurate and uniform information every time a routine duty requiring a record is performed. This is, perhaps, no more true of a library than of any other organization; but from my experience as a librarian I can say with assurance that designing forms is an essential side of library management. All forms used in library routines are labor saving, for forms codify each process and lead from one process to the next in a rational order, if the work is rationally planned.

The forms used in the ordering of books are primary forms, as the order record is the first one made. If through a duplicating process one typing can be made to serve more than one of the steps in the progress of the book from the dealer to the shelves, time and labor will be saved and greater accuracy secured. Accordingly the order routine and forms have always been subjects of interested study on my part, as offering the best place for the integration of all processes of the routine preparation for circulation.

For many years I had used an order form on a three by five slip, in perforated strips of four each, of which three carbons were made. Each time a strip was completed, it had to be removed from the machine, a fresh set of forms assembled and the carbons intercalated. Even so, the saving in labor over previous methods was considerable, for the ribbon copy served for the agent's order, the first carbon copy served as the accession record (the number being stamped in the book and on the slip when the book was received), the next copy served for an accounting record and the last copy as the order for printed cards from the Library of Congress. Five or six years ago I became familiar with continuous multiple forms, sometimes called fanfold forms, and was so much interested that I spent considerable time in attempting to adapt the forms for our work in the library.

Continuous forms are printed in an unbroken strip, containing from five to ten thousand units in a roll or bundle. Each unit contains a complete set of the forms, perforated at the sides and folded together fan wise one above the other and held together alternately on the right and then the left side, to assure a perfect imposition. The units are separated by perforations, so that the sets can be readily detached from each other. This style of continuous form requires the use of an Underwood Fanfold Billing typewriter. Continuous forms are also made in individual strips, which usually require the use of an Elliott-Fisher machine.

My powers of exposition are unequal to the task of creating in the reader's mind a clear visual image of these machines, but I will say that in the Underwood machine the "floating" carbons are held in place at one end by thin metal strips, inserted from alternate sides to correspond with the open side of the form. The floating carbons are 26 inches long. As the carbon paper wears it is fed through a little farther until its entire length is worn. The machine is also provided with slitter blades, so that when the set of forms

NEW YORK UNIVERSITY Form No. 1

ORDER No. 5280
ORDERED FROM
ORDER ABOVE TITLE FOR WASHINGTON SQUARE LIBRARY AND CHARGE
TO → BOOK FUND AT USUAL LIBRARY
DISCOUNT. REPORT BEFORE SUPPLYING IF ITEM IS UNUSUALLY EXPENSIVE. SHIPPING ADDRESS ON REVERSE. BILL IN DUPLICATE AND INCLUDE ORDER No. ON BILL.
LIBRARIAN

Form No. 2
ACCESSION RECORD

Form No. 3
AUDITOR'S BOOK ORDER RECORD WASH. SQ. LIBRARY

Form No. 4
NEW YORK UNIVERSITY · · · WASHINGTON SQUARE LIBRARY

ORDERED FROM
CHARGED TO
DATE ACCESSIONED___
ORDER NO. 5
ORDERED FROM
CHARGED TO

ORDER No. 5280
ORDERED FROM
TITLE NOTED ABOVE WAS ORDERED FROM YOU DAYS AGO
AND CHARGED TO
KINDLY REPORT ON REVERSE OF THIS SLIP AND RETURN.
LIBRARIAN

Form No. 5
NEW YORK UNIVERSITY

Form No. 7
ORIGINAL ORDER CARD TEMPORARILY REMOVED

Form No. 6
ORDER INFORMATION SERVICE

ORDERED FROM
CHARGED TO
SENT TO LIBRARY OF CONGRESS
DATE

ORDERED FROM
CHARGED TO
TITLE NOTED ABOVE HAS BEEN ADDED TO THE LIBRARY.
SPECIAL REPORTS ON REVERSE OF THIS SLIP
NELSON W. McCOMBS, LIBRARIAN

Seven Part Forms Used At The Washington Square Library And Described On Page 287

leaves the machine the side perforations are already cut. The Elliott-Fisher machine feeds the carbon crosswise over the flat platen writing surface, on much the same principle as a typewriter ribbon (the carbons being threaded through the forms) except that the operator manually controls the movement of the carbon. In both cases the typed forms flow through the machine without the necessity of changing carbons for each unit, as many as a hundred sets may be typed on the Underwood machine without a change, or a thousand on the Elliott-Fisher. I understand that these and the new Remington Fanfold biller, which I have never seen, are the only three makes of typewriters manufactured specifically for continuous forms. For any further details, I respectfully but firmly refer the reader to the salesmen of these machines.

After much study we finally adapted continuous forms to our needs, using a seven part form for regular orders sent out to dealers, and a four part form for gifts or for books received on approval. The size of each unit slip is approximately three by five inches. The seven part forms are used for the following purposes:

1. Formal order for agent or publisher, with shipping directions on the back of the slip.
2. Accession record.
3. Auditor's record.
4. Chronological record. (A follow up slip for agent.)
5. Order for L. C. printed cards.
6. Order information slip. (See p. 286.)
7. Temporary order slip. (See p. 286.)

The four part forms make use of numbers 2, 3, 5 and 6.

The use of the first five copies can be readily understood from the above designations. No. 1 is mailed out to an agent at the end of the day when all orders are written up; no. 3 is forwarded to the accounting office at the same time; no. 4 is filed at once in chronological order, further subdivided by agent; nos. 2, 6 and 7 are filed back of the master card, not a part of the set, until the book is received. No. 5 is sent at once to the Catalog Department so that the printed cards may be ordered in advance. When the book is received the master card is taken from the outstanding order file, with slips nos. 2 and 6, leaving no. 7 in place. The date of receipt is stamped on the master card and the temporary slip which is then refiled in the outstanding file until the bill is received and approved for payment. During any process which requires withdrawal of the master card, the temporary slip (no. 7) indicates that the title which it represents has been ordered and prevents unwanted duplication. When the master card can be permanently filed in the back order file, the temporary slip is destroyed. The remaining slips are placed in the book, and removed as needed during its progress through the Acquisition and Catalog Departments. No. 6, the order information slip, has various headings printed on the back with space in which to note information which should be passed on to the catalogers.

RESERVE
English
Course no. 78
RUSH
Needed for term paper
due 15 Ap. 33
REQUESTED FOR
Prof. John Doe
VOLUMES TO FOLLOW
5-7 in next shipment

DATE WANTED 1 Ap. 33

NEW SUBSCRIPTION
(Begins: date & v.)
(For. ser.& period.)
INCOMPLETE
pp. 105-12, v.3, facs.
RARE BOOK COLLECTION
Ltd. ed., cop. no. 94
SENT TO SHELVES
PR 1269 Red Star
.M6
29 Mr. 33

The cataloger pencils in the call mark when the book has been classified and forwards the order information slip to the Readers' Department with the book when it is ready for the shelves. In the Readers' Department the book is examined and shelved, and the order information slip is forwarded to the person requesting the purchase; or, in case the selection has been made by the librarian, the slip is sent to some member of the faculty known to have an interest in the field covered by the book in hand.

With a relatively small force in the Acquisition Department we have been able to handle a volume of business which would have been impossible without the labor saving forms. A more detailed discussion of the saving which can be effected through the use of continuous multiple forms can be found in a series of pamphlets entitled "Forms in Modern Business" [2d ed. 1930] prepared by the Systems Service Division of the Gilman Fanfold Corp., Ltd., Niagara Falls, New York.

Essential as it is to cut the cost of preparing the books for the shelves one finds it difficult in many instances to obtain approval for the installation of simplified and integrated systems, when

it involves offices outside of the library. A friend of mine out West, who was interested in our continuous forms, wanted to adopt a similar plan for his order work after a careful inspection. I wrote not long ago to inquire how he had found the system worked for him, and he replied:

"I will back our treasurer against the world's worst, and I defy you or anybody else to find a system more hide-bound, complicated, and full of red-tape than ours. My colleague, the law librarian, and myself last year got up an exhibit showing the correspondence and forms involved in ordering any single item. If Ripley were here he would say, 'Believe it or not, that exhibit was nearly thirty feet long.' What it must cost, heaven knows, I don't; but when you make any suggestions regarding a change of system—well, one just need not make the suggestion for it falls on deaf ears, and nothing less than a ton of dynamite will ever budge them. I have alternately laughed, cried, and been disgusted. Now I try to be philosophical and just pray that some people's lives may be shorter than others."

This may be typical of some college and university business offices, but not all, for at the University of Rochester, Mr. Gilchrist began using continuous forms about a year after we installed our system; and at Yale University Library, Mr. Cannon began experimenting with them as soon as he arrived to assume charge of the Acquisition Department in 1932.

Each library availing itself of such a method to secure multiple copies of a book order can use the various copies to fit into existing routine, and is by no means limited to the scheme outlined for the New York University Library at Washington Square.

At the University of Rochester a seven part form is used for orders to dealers, and a four part form for gifts. The seven part form is routed as follows:

1. Numerical order file.
2. Public catalog temporary card.
3. Fund record.
4. L. C. printed card order.
5. Dealer's copy.
6. Dealer's second copy.
7. Public catalog temporary card, Women's College.

The four part form consists of:

1. Gift record file.
2. L. C. printed card order.
3. Public catalog temporary card.
4. Public catalog temporary card, Women's College.

The style used at the University of Rochester comes with the carbons in it, a cheap grade which will not stand continuous use, and the carbon paper is thrown away after use once. All handling of carbons is thus eliminated, and as no special attachments are needed for taking care of the carbon, standard typewriters are used. Mr. Gilchrist is making motion picture studies of the movements required to pull all carbons at once and to deposit the used carbons in the waste-basket. He reports this movement as "one flick of the wrist." Mr. Gilchrist goes on to say: "We usually run the orders to a single dealer consecutively and send them folded but not separated." It is also our practice at New York University to sort by dealer and alphabetize the master order cards before typing. The titles are separated in our office, and the inclusive order numbers indicated in a letter which accompanies the orders, so that the dealer is able to check up the number of slips he is receiving on a given date.

Mr. Cannon describes the use made of an eight part form at the Yale University Library as follows:

1. Permanent accession card.
2. Order form to dealer.
3. Outstanding order record filed under publisher or dealer.

4-5. For serial record in case the title ordered is a serial, or if it is possibly a serial to enable the head of our serial department to stop a duplicate order before it goes out. One slip is filed under the agent as a record of outstanding orders, and the other goes in the serial file under an alphabetical entry.

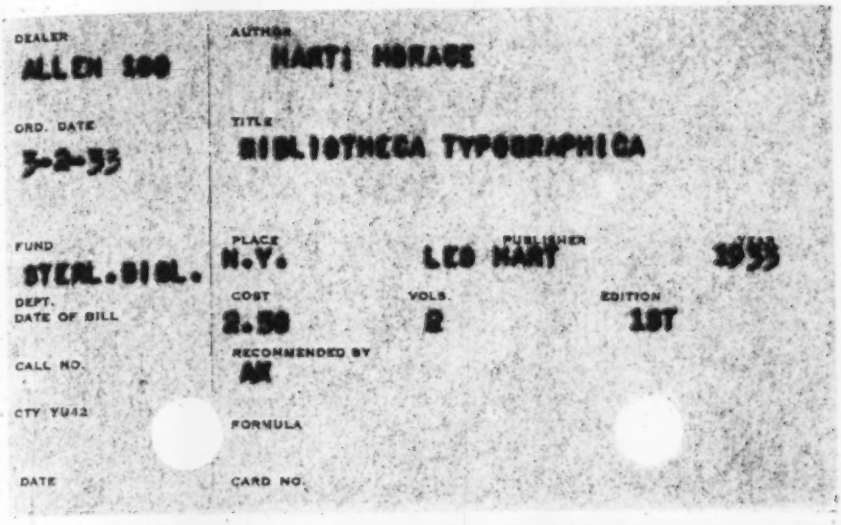
6-7. For the catalog department. You will notice that the back of these slips has a printed form for the use of the catalogers. One copy can be used for ordering L. C. cards if desired.

8. This is an extra slip which we can send to the various departments for which we order books, if desired. If the title is for a rare book, this slip can be sent to the Rare Book Room, etc. If it is not used in this manner, it can be used as an extra card by the catalog department, which can use almost any number of carbon copies.

Continuous, but unattached, strips are used for each copy in both the Rochester and the Yale forms, which makes possible a differentiation in color, a very convenient feature in sorting and routing. On the New York University forms, this result is obtained by the use of a different color of ink for each part. Mr. Cannon has experimented with a variety of weights in the paper stock and carbons, and also with the quality of the paper. He writes:

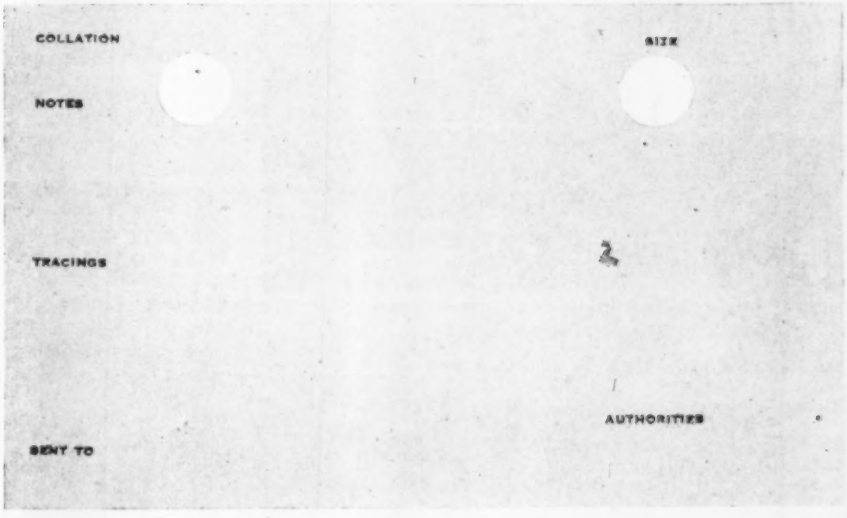
". . . We are now getting pretty good results. . . . I am inclined to believe, however, that we shall have the weight of the paper in slips No. 2 and No. 8 increased by two or three pounds next year. I believe we are now using 13 pound paper. I am inclined to think that if the quality of paper is good, we can increase the weight to 15 or 16 pounds without loss of impression. The quality of paper is important. If the paper is a soft spongy tissue, the ink spreads on the copies and duplicates blur. If a library could get along with fewer copies, the last copies would, of course, be somewhat clearer, but extra copies of slips are useful in so many ways that we decided to keep eight."

On the original order for New York University the specifications called for "16 pound 'Howard bond'" which takes pen and ink as well as ribbon impressions, and we have had no difficulty at all with clearness of copy, or blurred carbons. Nos. 1, 2 and 6 of the University of Rochester forms are on 16 pound bond, nos. 3, 4, 5 and 7 on eleven pound bond, and apparently Mr. Gilchrist has experienced no difficulty from



Above: *Form Used At Yale University*

Below: *Back of Above Slip Which Has A Printed Form For Use Of Catalogers*



blurring, as he makes no mention of it in our correspondence.

The value of this type of form, however, is not the use to which each copy is put, but to the fact that the actual time required to type orders is cut in half, and that the one operation supplies so many identic copies for use in the various steps of preparation. In our case we saved three copyings, certainly, that had previously been necessary.

It is a satisfaction to find that the experiments we have made at New York University have proved successful at the University of Rochester and at Yale University. I see no reason why continuous multiple forms should not prove useful in many other libraries. So far as I know, the three libraries mentioned in this article are the only ones which have installed them. Personally, I feel much indebted to the printing companies which have developed this type of record, and have thus made it possible for me to correlate our preparation routine so effectively.

Designing Baltimore's Library Furniture

By BETA KAESSMAN

Assistant to the Librarian, Enoch Pratt Free Library, Baltimore, Md.

WHILE it is customary for furniture and equipment of library buildings to be a part of the architects' contract, it seemed desirable to the officials of the Enoch Pratt Free Library to omit from the contract between the city and the architects any work on the steel or wood furniture, or similar movable equipment. This insured the staff of the library having sufficient time and opportunity to study each detail, to carry on correspondence, to call upon the experience of various furniture designers and manufacturers, and in general to make a more careful piece of work of the designing, details and final decisions than would be likely to result under typical circumstances.

The "layout" of furniture in the various library rooms was carried on in preliminary stages even while the architects were planning the general outlines of the rooms themselves, a continuous process going on almost daily over a period of four years, to be sure that each essential piece of furniture was foreseen and that the dimensions and details were based on practical use elsewhere. During this study many photographs and drawings were collected, against the time when actual designing should begin.

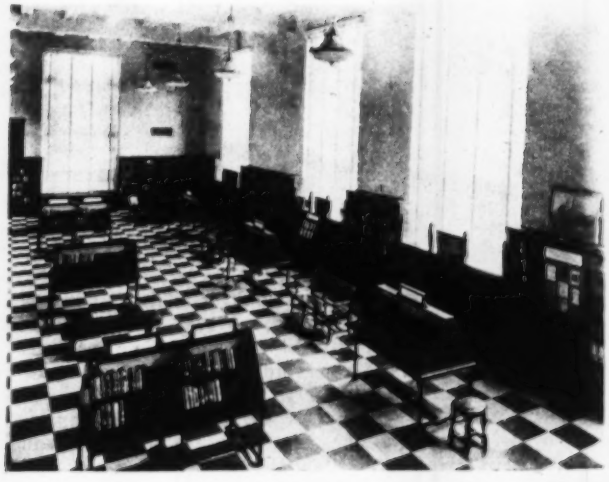
The elements in the handling of the library furniture designing at Baltimore were as follows:

1. Accumulation of a list of pieces of furniture and equipment for every room.

2. The study of dimensions, fi-

Above: *Children's Room, With Large Bow Window And Pool, Overlooking Rustic Stone Sunken Garden. Approach To Entrance, The Service Desk, Chairs And Other Pieces In The Room Carry The "Linen-fold" Design With Other Jacobean Details*

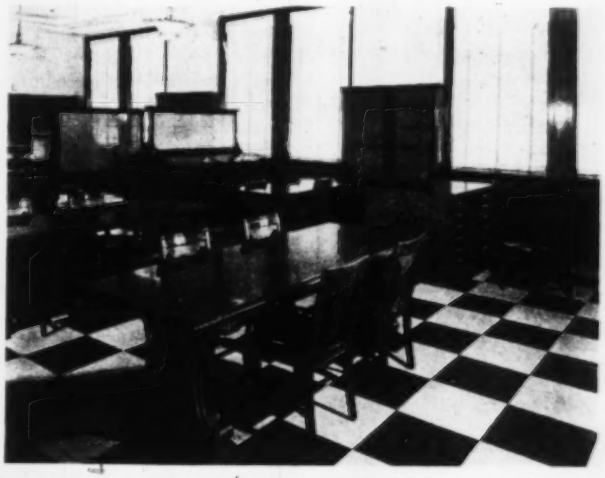
Right: *Popular Library—Patronized By More Than 3000 People A Day. The Shelves Show It!*



tings and designs which would prove workable. In connection with this, correspondence was carried on with several libraries, particularly Cleveland, and with various furniture companies, especially those familiar with library furniture and its use.

3. Gathering of illustrated material and descriptions which would help in designing and specifying.

4. Employment of an architectural draftsman paid from a special allotment made by city officials for this purpose (the cost of preparing drawings, specifications, etc., for the library amounted to about $1,500 — plus time of library staff — as compared with the architects' fees, which would have amounted to about $7,000).



This View of Maryland Room Shows Special Equipment For Maps, Prints And Manuscripts. Regular Readers' Tables And Chairs Used Throughout Public Reading Rooms

5. Frequent issue of blue prints showing latest revisions in furniture layouts throughout the building.

6. Preliminary conferences with representatives of furniture and equipment companies, who in many cases presented special sketches and preliminary drafts of specifications.

7. Preparation of pencil sketches by Librarian, and several department heads, for criticism and for re-sketching by the professional designer. Practically all the wood furniture, except certain office desks, was especially designed for the building.

8. Comparison, study and development of these designs and of the detailed wording of the specifications, over a period of eight months, from November 1931 to July 1932. (In the case of readers' tables and readers' chairs the final design was the result of considering approximately twenty-five preliminary designs, and the actual construction of a sample table end and two chair samples.)

9. Preparation by library staff of semi-final draft of specifications, for criticism by those interested.

10. Preparation of final set of drawings in book form, duplicated by the Planograph process, to be issued to the various bidders. The furniture and equipment included eight divisions and it was feared that nearly a hundred concerns would bid on some or all the equipment. Carefully worded requirements for bidders kept the total number on the various divisions down to eighteen.

11. Preparation of draft of the preliminary

Edgar Allan Poe Room Before Rugs Were Laid

General Reference Room Before Installation of Books

sections of the furniture specifications, covering all legal aspects, requirements and qualifications as to bidders. This was done with the very fine cooperation of the solicitor for the Chief Engineer's office. This and the main body of final detailed specifications and drawings of the furniture were completed together under the direction of the Librarian with the assistance of Mr. R. H. Hart of the staff.

12. Allotment of money from the Library Building Loan Fund by the Public Improvement Commission to cover the expected amounts of the contracts.

13. Receiving of competitive bids by the Board of Awards and awarding of contracts for each division of the equipment.

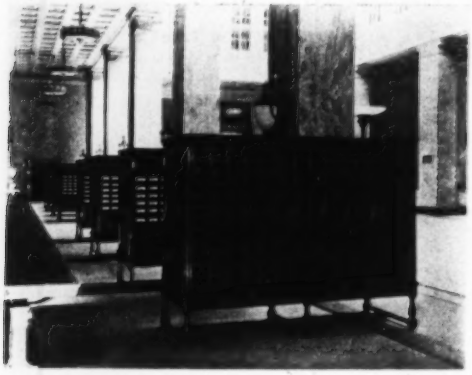
As a result of this method of handling the library furniture two elaborate volumes were issued to the bidders, one of nearly 300 pages of drawings of the various items, with complete dimensions, except where these were covered by the accompanying volume of detailed specifications. The final set of furniture layout blue prints was not issued by bidders, but was on file for them to consult. Sets of the two volumes and blue print layouts are available at $12.50.

The advantage of having the library handle all these details was evident to all concerned, in the appropriateness and serviceability of the completed equipment, its beauty of design, and high quality of construction and figure. The final bids proved that the more exact specifications are, the closer prices will be; several bidders stated that the elimination of guessing saved probably 5 per cent.

The question of cost was kept in mind from the beginning. The pieces, though beautiful in general lines and in grain and material, are very simple as to mouldings and methods of construction; yet they are strong and durable. The final cost was so far below the allotment that a considerable balance will be turned back unspent. The contracts for the equipment were awarded as follows:

Wood furniture, including all readers' tables, chairs, desks, special counters, display cases, etc. —The Macey Company, Grand Rapids, Mich. Steel furniture, desks, chairs, counters, etc., in Catalog and other preparatory departments and for workrooms in the steel stack levels.—General Fireproofing Co., Youngstown, Ohio. Cabinet work and special wood equipment attached to the building supplementing the walnut bookcases in the original building contract.—John C. Knipp & Sons, Baltimore, Md. Specially designed furniture for Edgar Allan Poe Room and staff social room.—Stewart & Co., Baltimore, Md. Miscellaneous equipment, including building maintenance devices and special mechanical devices.—John C. Knipp & Sons. Rugs and carpetings.—The McDowell Co., Baltimore, Md.

Hopes were far exceeded by the results from this method of handling the library equipment. The library trustees and staff are very grateful to the many librarians in other cities who gave so many valuable suggestions and criticisms—especially Cleveland, Detroit, Los Angeles, Sheffield, England, and Library Bureau.



Public Card Catalog Cases Using Large Label Holders And Ring Pulls Like Those At Library of Congress

Library Chairs and Reading Tables

By THEODORE W. KOCH

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THE CHAIRS and reading tables used in the Charles Deering Library at Northwestern University were either designed by the architects, James Gamble Rogers, Inc., or selected by them after many conferences with the librarian and high-grade manufacturers who were asked to submit samples. Oak was chosen as the wood to be used for all chairs with the exception of those in the women's staff room, which were to be in maple. The latter were in the early American colonial style of a type manufactured by several well-known factories.

This article will concern itself with the chairs and tables for the various reading rooms, work rooms and offices. Chairs are of special interest to the librarian faced with an equipment problem. All that we can hope to do is to describe the various processes and point out some of the difficulties, without much hope of being able to tell how to master them. The arts cannot be taught through the printed page.

It was agreed at the outset that it was not necessary to use ecclesiastical motifs or lines in designing the chairs, even though the building were to be in a simplified Gothic style. The angular molded lines and flat seats of some of the so-called Gothic chairs render them very uncomfortable and quite impossible for use in a reading room. However, a few such chairs and a high back Gothic bench were used in the main corridor, frankly for their decorative value and as waiting places.

The main Reading Room, being a focal point where beauty and utility meet, was given first consideration by the architect and librarian. In order to get away from the institutional effect characteristic of so many reading rooms, and also because it was recognized that all readers do not like the same chair, it was decided to have at least three types of chairs in the main body of the room, with still other varieties in the two ends of the room which, by means of double-faced bookcases, have been partitioned off into a Treasure Room and Browsing Room. Eventually, it was decided to have most of the tables equipped with four chairs with leather seats and four with leather seats and backs. Two of the latter were placed in the centre, flanked on either side with a chair with wood back and leather seat. This arrangement gave a sense of uniformity without monotony, offering at the same time a choice of a wood back or a leather back, placed side by side. No matter whether a reader comes from the centre aisle or the side aisle to take a seat the several types are right there; it is not necessary to go any distance to get the one he likes. Needless to say care was taken to see that the several types harmonized with one another.[1]

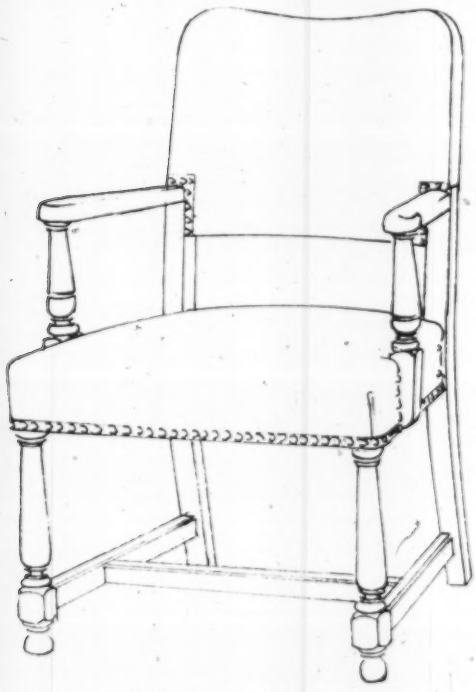
Chairs for a reference room would naturally be built along different lines from those of chairs for a Browsing Room, a Periodical Room or a room for required reading. The latter, being a kind of supervised study room, would call for an easily moved chair, with a fairly straight back, which could be brought close up to the reading table. The Periodical Room was another problem. As people read periodicals for different purposes, some seriously and others casually, and hold them in different ways, it seemed well to have several different types suited to the different postures assumed by these readers. Chairs for a Browsing Room should first of all be comfortable and inviting, adapted to the atmosphere of the room, and calculated to further its use. For the main Reading Room the chairs should have dignity, but be devoid of stiffness. They should be restful and not tire out the reader who spends long hours writing a theme or marshalling his points for a debate. Unless readers are comfortable they become restless and then it is impossible to keep them quiet. The result is that the repose of the reading room disappears and the whole purpose of the planning is defeated.

The comfort of the reader will be affected by the angle at which he would naturally sit at one of the reading tables, and this would be determined in part by the difference between the height of the chair seat and the table top. The height of our reading tables is 30 inches. In the Periodical Room, where the chairs in front of the tables have wooden seats, the distance between the table top and chair seat at the front of the chair varies from 12½ inches at the front of the chair to 13½ inches at the centre of the seat. In the main Reading Room, where the seats are upholstered in leather,[2] the difference at the edge of the chair varies from 11 to 12¼ inches. (This is the only relation that is constant since the difference at the centre of the cushion, when occupied, varies with the weight of the occupant.)

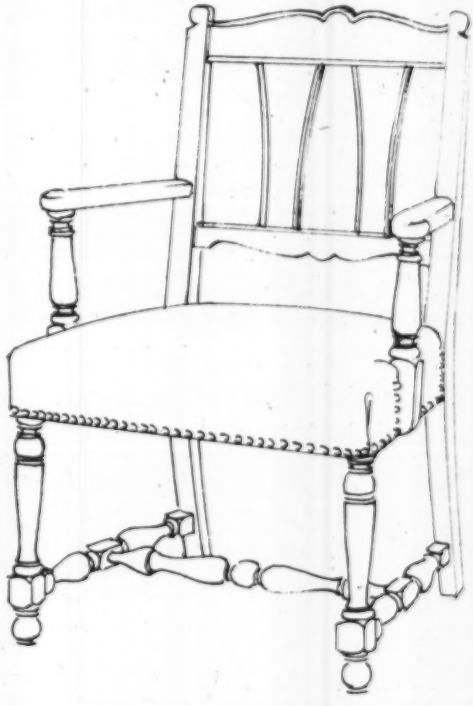
1 See illustrations in Lib. Jour. March 1, 1933, and description of furniture pp. 194-195. Also American Library Institute "Symposium on library equipment," reprinted from *Charles Deering Library Bulletin*, no. 1, 1932, copies of which can still be had by addressing the writer at Evanston, Ill.

In designing a chair for the average person the seat should not be so high above the floor as to cause fatigue because of pressure on the under side of the lower part of the thigh. A low seated chair enables the reader to cross his legs—a form of relaxation taken unconsciously to relieve the strain of sitting still for a long period. Nor should the seat be so deep from front to back that in settling into it to get a proper support for the person's back the front of the chair presses against the under side of the knee joint. The saddling or shaping of the seat is very important. The saddle should extend to the extreme back of the seat and should taper away in the front. No hard or angular frame should be allowed to interfere with the comfort and adjustability of the reader to the chair.

There is no set rule for the slope of the back, which is naturally a very important part of the design. The slope varies with the kind of chair and also with the pitch of the seat. A chair with too straight a back, while comfortable when one is sitting up to a table or leaning over the table, would not be as comfortable when one is reading in a more or less relaxed position. The slope of the back should not be so great as to cause a person to constantly slide down, nor should the forward pitch be so pronounced as to force the reader to incline forward. A good average slope is obtained by a differential of about 5½ inches between the back of the seat and the top of the chair back. In general, the pitch of the seat and the slope of the back should be such as to allow the reader to assume a comfortable position.



1. Reading Room Chair With Turned Legs; Box Seat And Back Upholstered In Leather



2. Reading Room Chair With Turned Legs And Rungs; Box Seat Upholstered in Leather

2 We should not have been able to afford these leather covered chairs had it not been for the depression and attendant drop in prices. We are, of course, aware of the cost of upkeep and eventual replacement. Attached to some of our chairs was a ticket containing the following suggestions about the care of leather furniture:

"Keep Leather Well Dusted. Once a month take a slightly dampened piece of cheese cloth about a yard square, make it into a pad the size of the hand, and rub it gently over the leather. Change the surface of the pad as often as it shows the dirt. Then take a similar pad or dry cheese cloth and polish the leather. Every six months, or more frequently if conditions demand, apply Leather Vita as directed on the container. The best results are obtained if it is applied after cleaning as above and before drying off as the grain of the leather is more easily penetrated when damp. Never use wet cloths on leather. Water soaked leather dries stiff and hard and will the sooner crack. Wet leather should be dried immediately with a soft cloth and liberally dressed with Leather Vita. Keep leather furniture away from open fires and radiators. When this is not possible use Leather Vita frequently to counteract the effect of excessive heat. Never allow wood polishes, furniture wax or varnish to be used on leather. Keep the air in rooms properly humidified. It is better for you and for your furniture."

All top grain upholstering leather has a lacquer to set the color and protect the surface. Ordinary soap (i. e., soap with alkali) will cut the lacquer as will furniture polishes or similar substances. A pure vegetable soap, such as Castile or Ivory, in weak solution, not hot, is best for removing dirt. Dry with clean cheese cloth.

The height of the arms will depend somewhat on the type of the seat. Nine inches is about the height of arm which will allow a wood seat chair easy clearance underneath an average reading table and, at the same time, insure comfort. If too low, the arms do not give proper support for the reader's elbows. There should be at least ⅝ inch clearance between the top of the chair arm and the under side of the table.

The front edge of the arms should be well back from the front edge of the chair, not less than 5 inches. The length of the arms is determined largely by their relative position from the front of the chair and by the type of the back. The front of the arms should be well rounded and, in most cases, fairly close to the post, so as to prevent pockets from catching. Any ornamentation, such as curving the rounded piece on the under side to form a knob, should be avoided, as should also anything that would be likely to catch into the pockets of a man's coat or into the loose parts of a woman's costume.

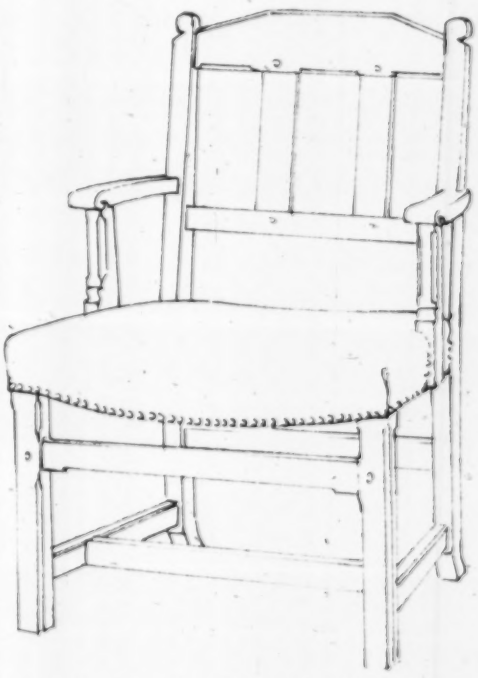
To prevent chair tilting the back legs should be toed out so that the centre of gravity is so far forward that it takes physical exertion to tilt the chair back. A rung in the front of the chair will prevent the reader from getting his heels back under the seat to start tilting backward.

In order to avoid extremes there was developed what is known as the posture chair, in which the back of the chair permits the back of the occupant to rest in a comfortable position and be supported, both in front and behind, above the pelvic bones to a point one or two inches above the lower point of the shoulder blades. These results are sometimes obtained by curving the back of the chair so that it follows the natural curvature of the spine.

The importance of the question of posture is becoming recognized more generally every day. It is impossible to give any set rules governing posture requirements. Here the experience of the chair maker must be called into service. It is just as important to the reader that a chair should fit him as that his shoes should fit him.

In the equipment of the Charles Deering Library not only was the question of the design of the chair recognized as one of the first importance but the selection of materials was given the closest attention. Chairs must be so designed as to properly distribute the strain. Webbing of the heaviest and best grade of red stripe, double tacked on each end, was used. The springs, tied from every angle with the heaviest Italian hemp, so as to prevent any possible breaking away, and upholstered with long drawn hair, form the most enduring combination that can be had. The hair side, or what is called full grain steerhide or top grain leather, from selected hides, was used in covering these chairs.

After they are finished, chairs by different manufacturers may look very much alike. If selected patterns, made by the principal manufacturers, practically similar in design in every way, are placed side by side, it would be difficult for even an expert to determine which is the better chair. The superiority and the difference in the wearing quality will depend mainly upon the selection and the conditioning of the wood, and the way it is fabricated. The best chairs cannot be judged simply by their appearance. They can be selected only by knowing how they were made, and what are the practices of the manufacturer in the treatment of the lumber. The skill and integrity of the maker are most important elements.



3. Reading Room Chair In Simple Lines, With Champfered Edges, And Saddle Seat Upholstered In Leather

Let us consider first the characteristics of the lumber. The U. S. Forest Products Laboratories at Madison, Wisconsin, have taught us what to look for in wood and what are the best methods of handling it. The sap or moisture in the wood comes up through the roots and through the pores of the tree which are somewhat comparable to the veins and arteries of the human body. However, since there is no propelling force, this sap is carried up through minute pithy substances present

in the pores which act in a manner similar to the wick in an old-fashioned kerosene lamp. Of course, these particles have a great attraction for moisture and carry sap through the trunk into the branches and leaves. When the lumber is cut and kiln-dried the moisture is drawn principally from these particles since the wood fibre itself contains very little moisture, most of the moisture being in these small particles present in the cells of the lumber. The moisture in lumber may be reduced to almost any point by kiln-drying, but as long as these particles are present in lumber they have a potential ability to absorb moisture. If, for example, lumber is kiln-dried to a 5½ per cent moisture content and these small particles are present in a dried form, and the wood is made up into finished chairs, enough moisture may sometimes be drawn through the varnish or other finish to cause the wood to swell, sometimes imperceptibly, but still enough to weaken the glued joints.[3] The best way of avoiding this is by thoroughly air-drying or seasoning the lumber before it is kiln-dried.[4] By this process these minute particles are disintegrated to such an extent as to nullify their power to draw moisture back into the wood. High grade lumber is kept under cover so that it may be air-dried six months for every half-inch thickness of the lumber. It is not always safe to take somebody else's word as to the length of time lumber has been seasoning. Careful manufacturers make assurance doubly sure by allowing the lumber they buy to stand in their own yards for six months to two years, according to the thickness, and piled in the most approved manner, before it is used. Only in this way can a moisture content of 14 per cent be guaranteed before it enters the special dry-kiln. When lumber in this condition is brought to the dry-kilns it goes through a very careful process of slow drying, so that the life of the lumber is not in any way impaired. In drying lumber the outside is apt to dry more rapidly than the inside. This sets up what is called "stress," due to the unequal shrinkage, and this in turn causes curling and checking. The only way to avoid uneven drying is to make daily scientific tests of the lumber in the kiln; for example, cutting one of the boards about eighteen inches from the end, then cutting off a thin slice about a half-inch thick, then sawing out a small piece from the centre of this slice, weighing both the centre piece and the outside piece, placing both in an electric furnace until they are bone dry, then weighing both pieces again and determining which piece has the greater percentage of moisture. This will tell you whether the inside is drying evenly with the outside. If not, the air conditions in the kiln are changed to correct any discrepancy. After this process has been completed the lumber must be stored under exactly the right atmospheric conditions, so that it will settle back to the normal state in which it is scheduled to remain during the life of the piece of furniture into which it is fabricated.

By watching the lumber daily, by using special thermostats and gauges, and by actual daily tests, a moisture content of approximately 5½ per cent can be maintained and a guarantee secured that the boards are evenly dried throughout. The moisture is lifted from the lumber in such a manner as not to take away any of its life or strength. When such lumber is made up into chairs there will be no curling or shrinking, and checking will be reduced to a minimum. Coupled with this is the fact that the moisture absorption pro-

4. Windsor Chair With Saddle Wood Seat, Turned Legs And Rungs, Used In Reserve Book And Commerce Reading Rooms. Chairs Numbers 1-4 Have Short Arms, Projecting But Little Beyond Post, To Prevent Catching Pockets And Clothing

3 The under side of wood seats should be sealed so as to prevent moisture from getting in through unfinished surfaces.

4 It is important to have the right kind of a kiln, with vapor control while in use, and correct conditions while the lumber is being worked, with ample filling of pores.

pensities have been eliminated as far as possible.

In one high-grade factory where many of the chairs in the Charles Deering Library were made, so careful is the inspection and selection of the lumber that 65 per cent of the lumber cut for the chairs was waste. This is one reason why a good chair cannot be made up at a cheap price. A large percentage of this waste is due to the fact that many of the pieces are marked out from a pattern and band-sawed accordingly. Only the clear lumber is used and the defective portions of the board are avoided. While this is expensive it insures the uniformity of clear strong lumber.

A chair is no stronger than the glue that holds a main joint. There are practically eight grades of commercial animal glue. Animal glue is the only glue which has great strength and which can be bought and applied so that a parallel joint can be made stronger than the wood itself. Glue should be bought solely on the basis of chemical tests. Glue makers now specify the formula for each glue. A glue manufacturer will sometimes have a run or "boil" which will be better than the average. One of the common tests is the gluing up of two pieces, using what is called a butt parallel joint. When thoroughly dried the wood is parted by pressure to see that the wood separates from the wood fibre rather than at the glued joint. Care must be exercised to get the correct proportions of the amount of water to the amount of glue, so as to insure the greatest strength.

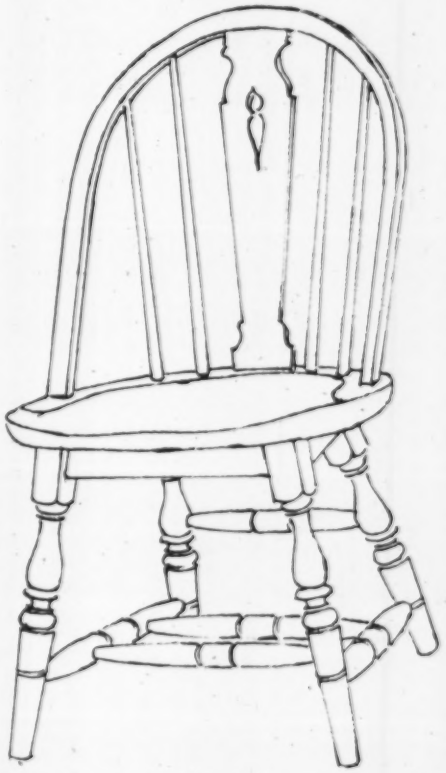
The kind of a joint to be used, that is, whether butt joint, mortise and tenon, dowel joint or double dowel, depends upon the place or the character of the joint to be made. All four can be used to advantage in particular cases. To know which is the best for a special joint and to see that that one is properly made will go a long way to insure durability in the finished chair.

The art of building chairs differs radically from that of any of the other branches of the woodworking craft, says Mr. Paul L. Barrett of the Johnson Chair Company, Chicago, to whom we are indebted for many of the facts in this article. Of prime importance is the making of perfect joints, so that in connection with the properly seasoned lumber and properly selected glue, and its handling, the maximum benefit is obtained in the form of a plain smooth joint that fits securely in its proper position. The ideal is to use that joint or construction which is best fitted for strength and service in each particular instance. For example, in the wood saddle seat, the best and strongest joint that can be made is the parallel butt joint; by that is meant a butt joint parallel with the grain of the lumber. This type of joint is stronger than the wood itself, if made under the conditions described.

The parallel butt joint in the wood saddle seats is still further reinforced by using a tongue and groove along the butt edges, thus giving a greater gluing surface and at an angle to the balance of the glue joint. This insures added strength.

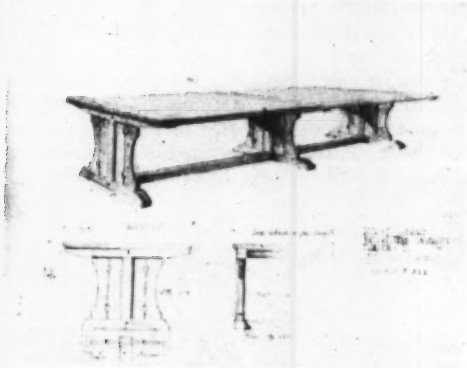
The dowel joint is effective wherever there is comparatively little gluing surface, or where the strain might split the wood. It is also used to advantage where end grains come together because end grains absorb the glue and there is not the requisite texture to the wood for the glue to properly anchor itself into it.

In top and bottom rails of the back, and in the boxing under the seat, the mortise-tenon joint is often preferable because the tenon, being a part of the wood itself, is stronger than mere dowels. It also allows of a greater gluing surface. For spindles in the back, or for stretchers, the round chuck performs the same service as the dowel and it is also stronger, because it is an integral part of the same piece of wood. Gluing and heavy screws are used where the arm post or stupp is fastened into the seat. In this way the piece is drawn into position and securely held.



5. *Seminar Chair With Saddle Wood Seat, Splat, Turned Legs And Rungs*

What is known as the double dowel, or the two dowel joint, is used where the shape or character of the joint does not call for mortise or tenon and where extreme rigidity is desired. Some manufacturers use a double dowel construction in each joint. It is obvious that this construction is only of service when for various reasons—either on account of the condition of the lumber or of the glue—the parallel butt joint is weaker than the wood itself. Where tests show that such a joint is made correctly the double dowels add nothing to the strength; if the wood should start to shrink the double dowels would not be strong enough to hold the joint together.

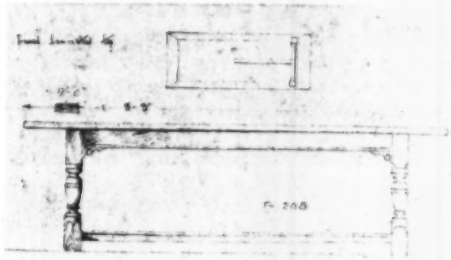


The glue blocks or corner braces, wherever used, must be properly surfaced and cut to fit snugly into position so that they will brace over the entire surface and so that the glue will hold equally well over the entire surface of the block. They should always be glued and screwed into position—never nailed.

It is important that the completed chair be properly cleaned up and sanded to a perfect surface before any finishing is applied. This eliminates the use of pasty fillers to cover up defects (sometimes caused in the slighting of sanding operations) and allows the finishing material to permeate and become part of the wood itself rather than stick to a coating of filler which has no strength. In other words, when a chair is sanded to a proper surface before the finishing materials are applied, you get a smooth surface with the shellac and varnish sinking into the wood itself, thus insuring a better appearance and greater wearing qualities of the varnishes, since they are properly anchored to the wood.

The selection of finishing materials is based upon the elimination from each one of any chemicals which might tend to neutralize or destroy any of the other coatings. This is an important factor overlooked by many manufacturers, and as a result the finish on their furniture has a tendency to wear off through disintegration on account of the clash of certain chemicals in the undercoatings of stain, filler or varnish.

It is necessary that the right temperature and moisture content be maintained in the finishing rooms and in the special drying rooms. Only in this way can there be guaranteed a thorough drying so that each finish is in the proper condition to receive the next treatment and also to produce the proper surface for the final rubbing which brings out the real character of the work done before. Great care must be exercised in giving this final touch, for a careless worker can easily rub through the varnish at the sharp edges.



A point frequently overlooked is the matter of floor protection. Chair tips or gliders should be selected with reference to the kind of floor on which the chairs are to be placed. A soft floor covering, like rubber tile, pressed cork or linoleum, would naturally call for a wider and different kind of chair tip from that needed on a wood floor. For soft floor coverings a chair tip one inch or more in width, is recommended. Chairs with legs having a marked outward flare should not have a rigid chair tip, but rather one with a toggle, inserted so as to conform with the slant. All tips should be silenced or deadened with rubber. No tip is necessary for the leg of a chair which is to stand on a wood floor, provided the foot is rounded.

"In addition to the functional and structural values in library chairs there are those intangible values which some people regard as most important of all—the values of proportion and design," said Mr. Ralph C. Erskine in a recent letter to the writer. "Connoisseurs in chairs all say that the supreme test is that a chair must appear to good advantage when viewed from any angle. Of course, if a chair stands out in a room, this is obviously so. It is this subtle something that meets the eye as to form, color and quality of finish, that causes chairs to increase in value as the years go on. This is not just a matter of sentiment.

"A library, more than any other room, should have an air of permanence and if, by any chance,

the chairs selected are really fine in form and outline as well as in structure, there is absolutely no doubt whatever that the chairs will grow in value, not only because of association but because of a kind of beauty that comes with the handling of wood. By no stretch of the imagination can an American Colonial stiff-backed chair, uncomfortable in posture and not very well joined, get its value from anything material, and yet how universal is the experience of our responding to that which meets the eye and to the quality of the finish of the wood itself to such a degree that we are often willing to pay a large price to have it as a possession! For the modern library, therefore, we put in an appeal that, having first given attention to the joinery and structure, the curing of the wood, the posture and comfort, the next consideration, of no less importance, should be the appearance and the aesthetic value, too often discounted to the great disadvantage of otherwise beautiful rooms.

"An educational institution, like a library, contributes through its architecture and the dignity of its rooms to the cultural qualities of the individuals who use those rooms. The furniture must do its part, obviously through the choice of recognized designs of merit, either done by a great present-day designer or patterned on some correct example. Modifications in posture can be made by conforming to the demands of comfort without destroying those qualities in the small details of a turning and the sweep and curve of a back which give the chair distinction and thus achieve the perfect combination, when good craftsmanship is insisted upon."

The tables in the main Reading Room of the Charles Deering Library are a modification of a very old English table in the New York Metropolitan Museum of Art. They are constructed chiefly of a very small figured oak, covered with what is known as "flakes." The cut of this wood lies between what is known as quarter-sawed and plain-sawed oak; it is denser and less liable to split and splinter than the other cuts. The table tops are built up with cores, cross banding, top and bottom veneers. The old English stretcher idea is carried out by using banding around the sides, with wider banding at the ends, and filling in the field with teak. The latter might be called Burmese oak; it is an oily wood with a remarkable property of practically renewing its life by the oil contained in the wood. The aprons were recessed 9 inches from the front edge of the table. This insures the reader's comfort by allowing him to cross his knees, if he wants to, even while sitting close up to the table.

In the Treasure Room are two tables, with turned legs, designed along the lines of an old table in Haddon Hall, England. The tops are covered with brown felt in order to protect the bindings of rare books from being scratched.

The tables in the Periodical Room also derive from an English source—the old manor house of Compton-Wynyates. As fabricated for the Charles Deering Library it has a teak top, with oak edging. The legs are quite sturdy, like those of its English prototype, and are made of solid oak. Eventually they will show the checks that characterize all the old oak furniture of England.

The tables in the Reserve Book Rooms are somewhat similar to those designed by the architects for the Reading Room of the Sterling Law Library at Yale University. The design goes back to that of an early Saxon table. It is of the sturdy type made by the early English carpenters or cabinet makers, and shows no trace of the Renaissance influence that was later to affect the designing of English furniture. Tables of this general make-up are seen in English castles of the Norman period, and the prototype can also be seen in Normandy. Some designers speak of it as being of peasant origin, although these tables were used in the banqueting halls of both the English and French nobility. In the Deering Library the tops of the tables were covered with jaspé linoleum, which is one of the most comfortable and efficient materials with which to cover a desk or table. It is without any grain and makes an excellent writing surface, as the pen or pencil is not obstructed in its easy flow by coming in contact with the slight ridges which it meets in writing against the grain of a wooden top. The tables in the Commerce Reading Room are of the same general design as those in the Reserve Book Rooms, but in order to vary the details slightly the pedestals are enriched with simple mouldings. Gothic ornamentation on the pedestals was avoided as being out of place and serving chiefly as dust catchers.

Mr. S. H. Ranck, of the Grand Rapids Public Library, who very kindly read this paper in manuscript, has just written me a letter in which he emphasizes the importance of seeing that there should be no right angles or sharp edges on the tables or chairs. "Everything should be rounded off," he writes. "This is particularly true of work desks for the employees, and also of the desks at which the public work. The uprights of a desk with sharp edges will be bumped into more or less by the chairs. Slivering is hard on expensive silk hosiery, as well as other hosiery, and clothes, not to mention the danger of infection from slivers which sometimes run into the human body at one place or another. I have seen many desks and chairs that look very ragged from being jammed together, whereas if they had been rounded off there would have been little or no trouble from that source."

The best furniture will come to grief in time if the humidity is not controlled. "The furniture

in the Ryerson Library building, new in 1904," writes Mr. Ranck, "was most carefully built and made, and has stood up in many respects admirably all these years, but the first winter wrecked nearly all of the joints until we put in apparatus for humidifying the air; until then we had a great deal of trouble. Personally, I think that comfort and high grade, lasting quality should be the first consideration, but this can be accomplished along with lines of beauty: in other words, I do not believe that a thoroughly uncomfortable chair can be a beautiful chair."

Furnace Equipment For Burning Fine Anthracite Coal

By FRED A. BESTOW

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LIBRARIES which are using the more expensive and larger sizes of anthracite coal for heating can cut their coal bill substantially by equipping their furnaces for burning fine anthracite. The cost of installing the equipment is relatively small, usually about equal to the annual saving in fuel cost.

A few years ago anthracite mine operators graded their output as broken, egg, stove, and chestnut coal, the balance being known as mine screening and culm. As there was almost no sale for these finer sizes they were thrown out as refuse, piled up in great banks or allowed to be washed away into nearby streams.

This constituted a tremendous waste of good fuel as 30 per cent or 40 per cent of all anthracite mined was thus disposed of. As long as coal lands were cheap and the cost of labor and transportation low, the mine operators made large profits from the large sizes and paid little heed to the amount of fine coal wasted.

When the sale prices of coal began to rise, grate bar manufacturers became interested in producing equipment that could handle the small sizes of coal with satisfactory results. It is an undisputed fact that there are just as many heat units in the fine sizes of anthracite as there are in the larger sizes, or in other words a ton of fine anthracite, properly burned, will produce as much heat as a ton of any of the larger sizes. The price of the finer coal is about one-half that of the larger coal today.

The equipment for burning the fine coal consists of two distinct parts, an electric fan blower and pin hole air diffusing grates which are dumped instead of shaken to remove the ashes. The blower provides the necessary forced draft to distribute a sufficient amount of air through the fuel bed to burn the coal properly. The pin hole grates prevent leakage of unburned coal and admit air properly diffused for even combustion.

The blower is motor driven and as a certain amount of dirt and ashes are always present in boiler rooms, it is important that the motors be fully enclosed and dust proof in order that they may function properly at all times and under all conditions. Varying amounts of air are required for wide variations in weather and varying thicknesses of the fuel bed. These varying amounts of air can be obtained most efficiently by the use of a variable speed motor. With such a motor the air force from the blower can be changed at the will of the operator by simply turning the handle of a rheostat mounted on the wall near the boiler.

Even steam pressure, maintained under all conditions, and susceptible of being changed at the will of the operator, is supplied by means of an automatic controller, electrically operated, which stops the blower at the steam pressure desired and starts it again when the pressure falls below the predetermined level. Thus the fireman can set his steam pressure at five pounds with the assurance that it will remain at five pounds without attention between periods of fueling.

The cost of operating the electric motor is nominal—about equal to the cost of operating any large electric fan.

Besides the saving effected by burning a low instead of a high priced fuel there are other advantages of minor importance but well worth considering. Much less time is required of the fireman as it is not necessary for him to watch the steam pressure between fuelings, this being regulated by the automatic controller. He is thus released from the furnace room and can give more time to the janitor work which is usually required of the fireman in small library buildings. The forced draft gives a quick fire and makes it possible to get up the required steam pressure in a much shorter time than with the natural draft. The fine particles of coal are burned to a perfect

ash, insuring utilization of all heat value in the coal. With the larger sizes of anthracite where natural draft is used there are usually some unburned particles of coal in the ash pit. For this reason there should be a difference in the tonnage of coal burned in favor of the fine anthracite, though the difference would be slight. The even heat produced by the automatically controlled draft is more economical than that produced by natural draft where the steam pressure mounts and falls, showing a wide range in the reading of the pressure gauge.

The firing of a furnace with this type of equipment requires a technique slightly different from the old method. However, it is easy to learn and complete instructions will be given at the time of installation.

The best time to make the installation is during the summer when the furnaces are not in use. When installed during the winter it is necessary to remove the fire from the furnace for a day or two. Where two or more furnaces are used in a building the installation can be made in one at a time, thus maintaining some heat in the building.

Library appropriations being what they are, the question of how to obtain the money for the purchase of this equipment may arise. We found an easy solution to this problem in New Brunswick. The cost of the equipment for our two furnaces was about equal to the saving which a fair estimate indicated that we could expect in one year's coal bill. Our budget was made up for the purchase of stove coal. We paid for the equipment from the coal fund and we expect to buy a year's supply of #2 buckwheat (rice) coal with the balance in the fund.

Our budget allotted $1,050 for coal. The equipment cost $641, leaving $409 to purchase coal. At the current price of $5.50 per ton we can buy 74 tons of #2 buckwheat which is easily a year's supply.

We are realizing an additional saving which we had not anticipated before the installation. With the natural draft and large coal two boilers operated to capacity were required to heat the building. Now with the forced draft one boiler does the work as well as two did before. This results in a saving in tonnage of coal used. While we have not used the single boiler long enough to have exact data on the fuel consumption, the day-to-day comparison indicates that the one furnace is heating the building on about two-thirds the quantity of coal required by the two when both were used. Thus we have cut our coal costs by about 50 per cent in price and an additional 33 per cent in tonnage.

While we will realize little actual saving in 1933 after deducting the cost of equipment, in succeeding years we should realize an annual saving of about $700 or a return on our investment of over 100 per cent annually.

The blowers to provide the forced draft can be installed without making the change in grates. This will make it possible to burn #1 buckwheat coal which costs about $1.50 more per ton than the #2 buckwheat used on the special grates. As the cost of the grates is only about one-third of the total cost it is a better investment in the long run to have the grates changed and burn the cheaper coal.

The #2 buckwheat is not likely to increase in price with increased consumption as it is used mostly in large steam plants in direct competition with soft coal. Even a slight increase in price would result in an extensive change to soft coal thereby releasing a large quantity of #2 buckwheat for other uses and bringing the price down again. This does not hold true in the case of #1 buckwheat which is used principally for domestic heating.

The makers of the type of equipment here described have found that schools, churches, apartment houses, office buildings, hospitals and other large consumers of coal have for years been adopting rice coal as a fuel, thereby making very substantial savings in fuel costs, whereas, libraries have been slower to adopt the economies produced by the use of the lower cost fuels. They attribute this to the fact that libraries, being as a rule publicly supported or endowed are not greatly concerned in fuel costs. Because of this conviction they seldom try to sell their product to libraries.

Whether or not that assumption was once valid, I feel certain that all librarians in 1933 and subsequent years will welcome any possible savings in their fuel costs.

Practical Sense

Practical sense is not a necessary result of scholarship. Neither is it an inborn trait to the extent that is generally believed. Exceptional judgment usually results from high intelligence, from association with men of excellent common sense who furnish frequent examples of its working in everyday situations, and from opportunity to exercise judgment in practical life and thereby to train and develop it.

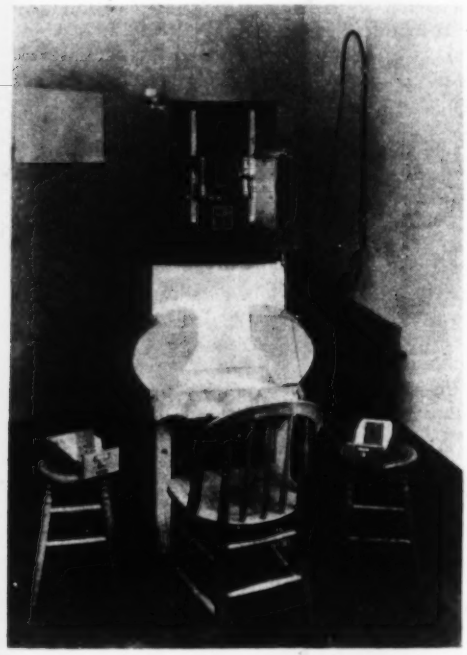
—Antioch Notes

Adapting Equipment to the Making of an Official Library Order Catalog

By LUCY M. LEWIS

Director of Libraries, Oregon State System of Higher Education

HOW TO duplicate accurately and cheaply hundreds of thousands of library author cards, without interrupting or unnecessarily disturbing student and faculty use of six separate libraries, was the problem that



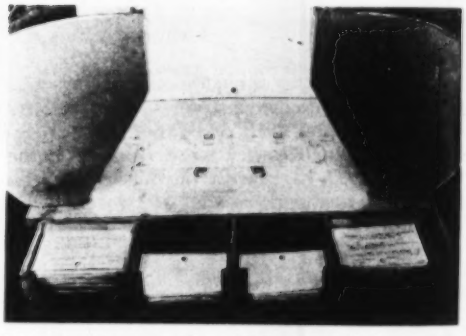
Lens End Of Photostat Machine Showing Card Holder And Reflectors

confronted the new Director of Libraries in the Oregon State System of Higher Education late last summer. Summer sessions were closing, regular sessions opened in late September. Time, accuracy, and money were the prime considerations. The problem arose out of the following conditions.

With the organization of a new System of Higher Education in Oregon the State Board of Higher Education created the position of Director of Libraries for the six institutions, and authorized the centralization of all orders for the several libraries through the Director's office, for the purpose of eliminating unnecessary duplication of purchases and permitting a wider distribution of existing book stock. It was estimated that a central order department could perform the bibliographic search, and place the orders for all the institutions with the combined existing order staff of the two major institutions, the University and the College, less one head order clerk. Due to unavoidable circumstances, final authorization and distribution of the budget for this work was not made until the middle of July. It was expected, however, that the order work be centralized by the first of September or at least not later than October first.

Our problem therefore was to find a method that would duplicate approximately two hundred thousand author cards, accurate as to content and size, at a minimum cost, within a period of approximately one month. As working space was limited, the need for minimum staff presented another element in the problem. Several methods of duplication were studied with the above points in mind, such as:

1. Use of printed Library of Congress cards.
2. Copying all by typists.
3. Photographing the cards by methods employed by commercial firms.
4. Photographing by the photostat method, using equipment in the Physics Department on the State College Campus.

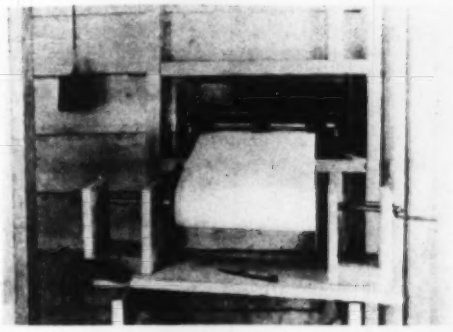


Close Up Of Card Tray And Card Holders. The Stops Locate The Cards Properly With Respect To Lens

1. Library of Congress printed cards would cost .03 per card plus the labor of searching for order number or copying other necessary identification data. About one-fourth of the cards

could not be obtained in printed form, and hence must be copied by typists, requiring several weeks' additional time, and increasing the cost per card to approximately .05, including pulling, expert revision, refiling, the purchase or rental of additional machines, desks, etc.

2. Copying entirely by typists would necessitate



Spooling Device In Dark Room

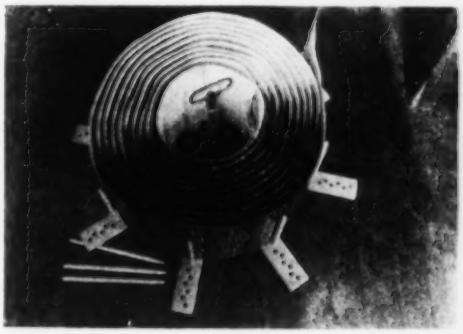
purchase or rental of additional equipment, expert revision for correction of errors, and at least six to ten months to do the work; so this method was automatically eliminated.

3. For copying by photographic method employed by one of the commercial firms, the time required was estimated at two weeks, and the cost at .03 per card for a minimum of 250,000. This method was desirable from the standpoint of time and accuracy, but the cost, within budget limits, was prohibitive.
4. For copying by photostat method, using the College equipment, the services of specialists in the Photographic Service, and employing student labor, we estimated that 175,000 to 200,000 cards could be copied in two to four weeks, at a cost not to exceed .025 per card.

The Physics Department Photographic Service had been doing photographic work for the College for about twelve years, making its instructional equipment a service asset to the institution, and rendering valuable experience to advanced students. It already had a photostat machine No. 2 and considerable equipment used for classes in photography and campus commercial work. This machine was designed to photograph single sheets. To follow this single sheet method and complete the job within the given time was of course impossible. New equipment must be built, and some changes made in the machine itself, so as to handle the paper by roll instead of by sheet, and photograph two cards at a time. Mr. A. E. Yunker, instructor in charge of the work, with the help of an assistant and graduate students, could design and build, at a small cost, the necessary additional equipment to adapt this machine for card copying. Since, as a state institution, the College would expect no profit, he believed that the work could be completed under their estimate of .025 per card.

In the end it was decided that from the standpoint of accuracy, quality, speed and cost, our best procedure was to have the work done on the College campus. Within ten days after this decision, the following devices adapting the existing equipment to our particular requirements were built, fully ready for operation.

1. Pockets to hold cards in original order for feeding.
2. Vacuum device to keep cards in place while photographing.
3. Name tab to photograph initials of institution on each card and eliminate hand stamping.
4. Special automatic falling plate shutter in place of regular photostat shutter.
5. Mechanism for winding up the roll and sending the paper down a conveyor to the dark room.
6. Gravity-driven mechanism for rewinding paper on spool.
7. Device for transferring from spool to a skeleton reel on which it was placed in developer and other solutions.
8. Tanks for holding solutions.
9. Device by which two washed strips were fed into dryer at once.
10. A registration or index system for locating card images properly with respect to card punched from the paper strip.
11. Rebuilt dryer for continuous operation.
12. Device for again winding paper on spools using rotating spindle and slip belts on the dryer.
13. Punch which would cut all four sides and the holes in two cards at once, stacking cards on pins to keep them in alphabetical order.
14. A system for marking rolls for convenience in checking.



Developing Reel Partly Filled

For those who are interested in the exact process, I am quoting from Mr. Yunker's report:

"Let us follow the progress of the roll through its various manipulations. The catalog trays containing the cards to be copied were placed one on each side of the operator seated in front of the machine. Cards in blocks of about 300 were taken from these trays and put in special pockets on the edge of a small table in front of the operator and below the lens of the photostat machine. The operator took one card in each

Hypo Tank And One Wash Tank With Reels Of Paper In Each

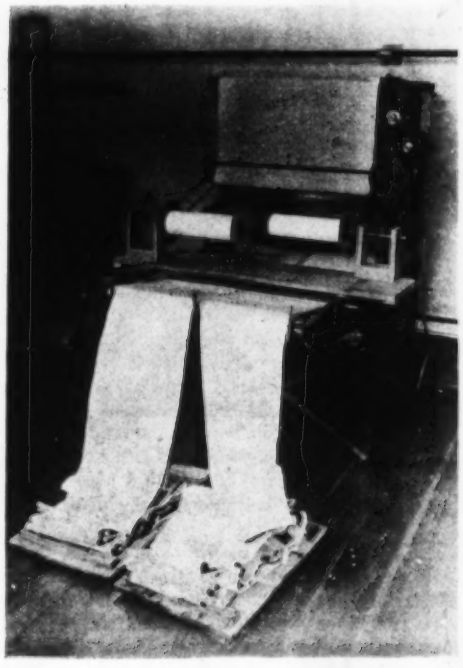
hand, and placed them, side by side against stops on the table top, thus locating them properly with respect to the lens. To avoid shifting them when releasing his fingers, they were held in place by a partial vacuum applied by means of holes in the table top beneath the cards. He then pulled a cord which tripped a special falling plate shutter built inside the photostat bellows, wound up the proper length of photostat paper (3-1/6") in the machine, and actuated a counter. The rate of fall of the shutter was controlled by a piston and cylinder, the latter provided with a bleeder valve for adjustment and a release valve for setting.

"The mechanism for winding up the paper was built on the feed roller of the machine and consisted of a notched disk keyed to the shaft, and a disk with a pawl, floating on the shaft over the first disk. The outer disk was allowed 370 degrees rotation by an oscillating stop so that it might rotate the inner disk exactly one revolution per pull. This mechanism also caused the paper to travel down a conveyer to a dark room where it was wound on a spool automatically by means of a lathe-like gravity driven mechanism. The paper was transferred from the spool to a skeleton reel made of wood and while on this reel was transferred successively to four 60-gallon tanks containing respectively developer, short-stop, hypo, and wash water. Two wash tanks were provided so that a reel could be turned out every half hour and yet permit a full hour's washing.

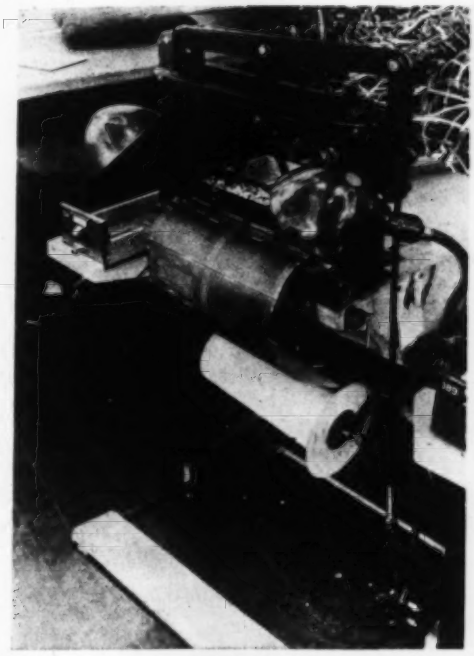
"The washed strip of paper was unwound from the reel and placed loosely in a box from which it could be conveniently fed into a Pako dryer. The dryer was provided with rods for wiping any wrinkles from the paper. Two rolls of paper were fed into the dryer side by side. Upon leaving the dryer, the paper was again wound on spools by means of a special device driven from a rotating spindle on the dryer and utilizing slip belts. The dryer required no attention other than that of starting the strip and removing the dried rolls.

"The dried rolls were then in succession placed in a holder on the punch, where an operator lined up the prints by means of index marks photographed at the time of the original exposure. The punch, fabricated from plates, angles and channels by welding, and provided with saw steel blades, cut all four sides and the filing holes of two cards at each stroke. This scheme was remarkably accurate, very few cards being spoiled by cutting off part of the call number even though these numbers in many cases extended to within 1/64 of an inch from the edge. Since the cards were cut by dies they were accurate in size, the maximum variation in cutting being in the neighborhood of two one thousands of an inch. The dies did not require sharpening during the whole job of 200,000 cards. The cards were automatically stacked on pins within the punch. From these they were removed from time to time in blocks of about 100 and placed directly in catalog trays. It will be noted that the duplicate cards were by this method filed in the exact order of the originals. From the punch the cards were taken to the checking room where each card was compared with the original and culls thrown out. The paper spoilage from all causes was less than 2 per cent.

"Four people, including the checker, were required. They worked in eight hour shifts. Since this work had to be rushed for reasons already mentioned, the plant was operated 24 hours a day. The operators of the



Pako Dryer With Self Feed And Automatic Spooler For Two Rolls



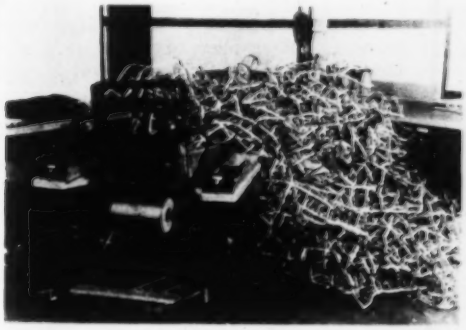
Card Punch With Roll In Place

photostat machine handled between 700 and 1,000 cards per hour as an average throughout an eight hour shift. The developing equipment accommodated about 1,200 cards an hour and the punch operator turned out as high as 3,000 cards an hour. The latter thus had time enough to take care of the drying. One checker kept up with the rest of the crew. The actual time required to do the work at this rate was 15 days.

"The whole system was entirely satisfactory and caused little trouble in operation. It was necessary to shut down for a short while once in a day or two to replace worn shutter cords or to make minor adjustments. The smooth operation of the entire plant is evident from the fact that the dryer was not cooled down throughout the entire period."

From the library standpoint, we found that the quality of the work was equal to, or better than, any sample submitted to us with bids, and the size of the cards more uniform than in the original catalog. Wherever possible, students were employed, thus giving work to young people who needed the money for continuing their college courses. About eight-tenths of the staff doing the work were students.

The cards were returned in the same order as sent to the Library. In order not to interfere with the use of the catalogs in the separate libraries, we copied the shelf list rather than the author cards, wherever sufficient bibliographic fullness had been used. This, of course, required more work in alphabeting after the photostat work was completed, but it avoided pulling author cards from the main catalog in the local libraries and refiling again after the cards were returned. Our purpose was to cause the least inconvenience possible to the libraries at a distance from the Central Office. Due to delay in shipment of materials, the photographing was not started until September 10, but was completed by the 25. As soon as the photostat copies came over from the laboratory, filing clerks began alphabeting them roughly by letters. Another crew began interfiling as soon as the first letter was completed. The necessity for using inexperienced filing clerks from the first, presented a temporary handicap, but in spite of that fact, by October first the first rough alphabeting of all shelf lists was so far advanced that the Central Order Department could begin operations on schedule, while the interfiling was well under way. November first saw the interfiling completed, guide cards made and filed, and all trays labeled and in place.



Card Punch. This Paper Scrap Is The Result Of 24 Hours Of Operation

Alphabeting, filing, and the adjustment of discrepancies due to different usage in author fullness in the various libraries, increased the cost by $333.98. This work would have been necessary in any method employed, however, due to the fact that some of the originals were alphabetical catalogs and some classed. The total count showed that:

196,120 cards were copied at a cost of .0203 each or a total of $3,981.24

Since the lowest bidding firm would not undertake the job for less than 200,000 cards, at the price of .03 the cost would have been $6,000.00

One other firm bid on a minimum of 250,000 cards at .03 or $7,500.00

Our saving therefore was from $2,018.76 to $3,518.76

This cost included transportation of cards to and from the other five institutions to the College campus for photostat work.

THE
LIBRARY JOURNAL

April 1, 1933

Editorials

THE HEARTENING effect on the country of the vigorous initiative by the new President and the gratifying response by the Congress to that are resulting in a renewal of confidence and a diminution of fear, which should have the happiest results in bringing nearer the long deferred prosperity. Meantime libraries have been in many places the chief sufferers in the economy necessary to balance budgets and they have not been able either to keep up a proper supply of books or to purchase desirable equipment. When more liberal expenditures are possible, the excellent appreciation of library work which has been manifest on the part of the public in most localities should result in such income for libraries as will enable them to make deferred purchases of new books, to rebind the many books which have been worn by unusual use, and to equip themselves fully with the modern devices which have done so much to facilitate library administration.

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IN HER thoughtful and useful report to the trustees of the Montclair Public Library Miss Quigley discusses, in even temper, the important question whether the routine work of libraries should be facilitated by the products of the machine age or left to be done by inferior workers. In either case, it should be the main purpose to free the trained library staff to put themselves at the convenience of the public instead of being chained to routine and perfunctory tasks. During the depression period there has been, of course, a charitable tendency to give all possible work to the unemployed, but as the depression passes all means should be availed of to give both to the public and to the staff the benefit of modern inventions and conveniences, if the library is to fulfill its higher function of helpful inspiration and guidance. A comparison of library methods in the early days of the A.L.A. and at the present time sufficiently indicates how very large an element in library development has been the use of mechanical helps, from the better book stacks down to the improvements in the registry of loans.

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ONE OF the most interesting recent developments is that of the "electric eye" which the New York Public Library is now testing out to take the place of the awkward and repellent turnstile or of the human count in tabulating the number of admissions to a building. This is accomplished by the registry through the intermittancy of a beam of light which, each time that the ray is cut off, makes a record which indicates the admission of a new human unit. The objection to the use of visible light for this purpose, which has been rather startling, has been removed by the use of the infra-red ray, which does its work as invisibly as silently. One weak spot has been found in the fact that a person fumbling on entrance and perhaps moving backward a step may interrupt the ray twice and thus register doubly, but this is on the whole negligible. Surely wonders will never cease!

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THE A.L.A., through its vigorous Executive Secretary, has been giving much attention to the development of the proposed system of locality councils throughout the country which will focus public attention upon the means of cultural development in each community, in which of course the libraries play a large part. The idea is to do locally, though on a national scale, what the Association for Progress Through Libraries has had as its aim and what the Citizens' Library Movement is doing in several of our states. During the war, when Dr. Williamson was municipal librarian as the head of the Municipal Branch of the New York Public Library, the Mayor had appointed so many committees that it seemed desirable to present, through the library bulletin, a schedule of all the committees explaining their functions, and in response to Dr. Williamson's questionnaire he found a great proportion of them stating that they were organized to coordinate the other committees! This illustrates a certain difficulty in the whole field of community organization, where enterprises and committees are apt to overlap, and one of the first efforts of the new local councils should be to provide in their own organizations and with respect to others that there should

be neither waste nor duplication of money, time nor effort. If the new councils succeed in that work, and if they give due emphasis to the important part that libraries play in comparison with museums, lecture institutes and other cultural helps, they will certainly be of real service.

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THE BOARD of Education for Librarianship has wisely decided that this is no time to start new library schools and has therefore deferred the application of the University of Southern California for the accrediting of the proposed new library school in Los Angeles until the supply of graduate librarians is no longer beyond the demand. The careful decision has been made without prejudice as to future revision. Meantime the University has decided to enter upon summer courses for teacher-librarians with a view to increasing the value of those already in this portion of the educational field and to give library school graduates an opportunity to specialize in school work under the best auspices.

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A LARGE number of libraries became subscribers to David Lawrence's admirable publication, *The United States Daily*, and its demise will be universally regretted throughout the library world. It was a journalistic enterprise whose success was difficult, but the work was so well and promptly done that it made good in every way and during the period of prosperity it became self-supporting. With the depression its advertising returns, which were necessary to cover the great cost of such an enterprise, dropped off in large measure, as in other cases, and that has made continuance impossible. From the same publishing office there is also issued a weekly *Law Journal*. It is announced that where subscriptions are unfulfilled the equivalent will be paid in the issues of the weekly *Law Journal* giving the full text of the opinions of the U. S. Supreme Court and a digest of important decisions in law courts.

Since the above announcement was made the publishers have, however, worked out a plan which it is hoped will finance itself for an issue of a *U. S. Weekly*, the first issue March 20, which in condensed form will give the information concerning the legislative, executive and judicial departments of the Federal government, and to some extent of state governments which the *Daily* had given more in detail.

Library Chat

Literary Liquidity

AT THE very height of all the pother about the banking system there comes the startling news that there is a run on the New York Public Library. The circulation of the city's stock of books has been rising to enormous heights. The institution's annual statement shows that more than 13,000,000 books were withdrawn in 1932, amounting to 1,500,000 more than in 1931, or an increase of nearly 25 per cent since 1929. Even in normal times, of course, the management has to write off a certain number of bad debts, book borrowers being so often very poor risks. We knew (especially after Mayor O'Brien's budget) that economy was drying up deposits; less attention was paid to this slow but persistent increase of withdrawals ever since the beginning of the depression—a process which, it is now clear, has begun to strain even the enormous literary resources of this great depository. For now at last its directors have been compelled to move to conserve its assets. Nothing is said about any all-night conferences among the local titans of bibliology, but it is now announced that as from March 1 a 33⅓ per cent limit is placed upon withdrawals and hereafter tellers at all branches will pay out only two books at a time instead of the six formerly allowed.

Will this sensational news bring vast throngs of readers milling about the branches or before the tall doors on Fifth Avenue? Will knowledge hoarders appear excitedly waving their library cards and demanding that they be honored for a copy of Shaw's *Black Girl* or Lawrence's *Odyssey* before the stock is exhausted? The library has already suspended payment altogether on Sinclair Lewis, unable to keep sufficiently liquid with *Ann Vickers*. A reserve of at least 600 copies is necessary, it is explained, to meet the ordinary demand for a novel for current use; clearly, if a hoarding movement should take hold and borrowers begin to fight one another for popular titles to be put away under the mattress, the library shelves would be swept bare at once. Will it be necessary to suspend the issue of regular books entirely and resort to cheap reprints by way of scrip? Well, it might be, if the hundreds of thousands who depend upon the New York Public Library for the greatest treasure which the world possesses were as silly about it as a lot of people are about ordinary banking.

New York Herald Tribune, March 7, 1933.

Librarian Authors

MARY S. SAXE, librarian of the Public Library of Westmount, Quebec, Canada, from 1901 until May 1931, prepared for librarianship by spending ten months in 1899 under the late Mr. C. H. Gould in the Redpath Library, McGill University, and eight months in 1900-1901, studying in the United States under Mr. Charles A. Cutter at Forbes Library, Massachusetts. In 1920 she took a six weeks' course for librarians in The New York Public Library School.

Her great grandfather was a United Empire Loyalist, so when the American Revolution came he moved his family from Rhinebeck on the Hudson, in an open boat, up through Lake Champlain to Missisquoi Bay where he settled at Phillipsburgh, P. Q., Canada, and built a grist mill on Rock River, cleared the land and settled down as a Canadian. However, when the government re-surveyed the boundary line, he found that his mill was in Highgate, Vermont. He is buried at Phillipsburgh, P. Q., though for the most part his sons and grandsons became Vermonters.

During the thirty years that Miss Saxe was chief librarian at Westmount she watched her Library grow from its first 2,000 volumes to a still growing Library of 36,000 volumes. At first she worked alone, without any assistant and with only a part-time janitor. There was a bell in a tall elm outside the Library door which she could ring if the park policeman was needed. It took her ten years to persuade her committee to build the Children's Room "not in the basement, nor in the attic, but a wing with separate entrance, separate hours, and their own librarian." The Room was opened in 1911. Eleven years later another wing was added which contains a Reference Room. In 1926 the library building was connected with the Palm Room, a part of Westmount's beautiful conservatory.

She says: "To take charge of a young two year old Library in 1901 was not easy. However, I was allowed to introduce open shelves, a Children's Room, a Reference Room, and finally a beautiful conservatory."

Miss Saxe says that Canadian library problems are so utterly different from those in the United States that it is hard for anyone, not living in Canada, to grasp conditions. She says: "Westmount is the dormitory of Montreal (twenty minutes by tram car), is essentially English, has a separate Mayor and Council and School Board,

Mary S. Saxe

no moving picture houses, but beautiful parks, no slums, few shops but a public library entirely supported by the Municipality." When Miss Saxe retired from active duty in the Library in 1931 she left it with a staff of six assistants and a yearly circulation of over 100,000 books.

Her literary work consists of essays, sketches, book reviews for the *Montreal Gazette* under pen name "Solace," and six one act plays: two of which have been staged. In 1919 a children's book, entitled *Our Little Quebec Cousin*, was published by L. C. Page Company.

She has been an institutional member of the American Library Association since 1902 and is also a member of the Quebec Library Association, recently formed. After thirty years as librarian at Westmount (the only free public library in the entire province) she retired on a pension and is now living with a brother, Mr. Charles J. Saxe, R.C.A., in Montreal, Canada.

Current Library Literature

ADULT EDUCATION

Barcus, T. R. University of Michigan reading courses for alumni. National University Extension Association, Indiana Univ. Press, Bloomington, Ind. *Proceedings.* 15: 109-111. 1932.

Describes reception and uses of courses.

Dudgeon, M. S. Learning in the library. port. 520 N. Michigan Ave., Chicago. *Kiwanis Magazine.* 18: 59. 1933.

"The entire resources of the library are placed at the disposal of serious minded readers who seek aid."

Lindsley, C. L. A little experiment in adult education. *Wis. Lib. Bull.* 29: 35. 1933.

The successful organization of young people out of high school and college into a discussion group at Waupun, Wis.; . . . . "strictly a public library project and the discussions are based upon original ideas and reading made easily accessible."

Racial development and cooperation; a record of two experiments. 1315 Cherry St., Philadelphia. *Journal of Adult Education.* 5: 53-57. 1933.

Study lists, lecture courses, independent educational efforts, reader's adviser, etc., arranged between the library and adult education committee, for the Negro. Two contributors: Ernestine Rose writes of Harlem, New York City, and Tommie Dora Barker of Atlanta, Ga.

ARCHITECTURE AND BUILDING

Clatworthy, L. M. The Mary Reed Library of the University of Denver. plans., illus. LIB. JOUR. 58: 197-200. 1933.

Architect: Harry James Manning. "H" floor plan; size, 210 x 120 feet; ultimate book stack capacity, 400,000 vols.; cost, so far, about $400,000.

Coffey, Hobart. The Law Quadrangle of the University of Michigan. illus. *Law Lib. Jour.* 25: 266-277. 1932.

Mainly an architectural description of the William W. Cook Legal Research Library.

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Circular No. 69. Mimeographed.

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Purchasing plan at Cooper Union Student's Library, whereby students may request and will receive books treating of special interests and hobbies.

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Scribner, B. W. The Government tests paper; progress in research at Bureau of Standards on preservation of records. 62 W. 45th St., New York, *Publishers' Weekly.* 123: 863, 866-867. 1933.

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Losch, Philipp. Der Revolutions-katalog der Staatsbibliothek. *Zent. f. Bib.* 50: 158-160. 1933.

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Quinn, J. H. and H. W. Acomb. *A manual of cataloguing and indexing.* New York: Scribner, 1933. cl. 286 p. illus. $3.

The Library Association Series, v. To be reviewed.

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Short discussion, with alphabetic list of headings.

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Clark, E. D. Cooperative cataloging. LIB. JOUR. 58: 215. 1933.

Treats problems of early delivery of cards, analytics and classification.

Richardson, E. C. *The possibilities of cooperative cataloging and the depression.* Washington, D. C., Dec., 1932. pap. 10 p.

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See note, above.

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Straus, *Mrs.* H. G. A selection of the year's best books for children. 221 W. 57th St., New York. *Child Study.* 10: 86-89, 94. 1932.

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Deux aspects de l'action internationale en faveur des bibliothèques. II. Les crédits alloués aux bibliothèques. Institut international de coopération intellectuelle, 2 Rue de Montpensier-Palais-Royal-Paris I. *Coopération intellectuelle.* 24: 1353-1355, 1415-1417. 1932.

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——*See also* PUBLICITY.

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First Founder's Day exercises. School of Library Service, Columbia University, N. Y. *Library Service News.* 4: 17-23. 1933.

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——*See also* TRAINING, QUALIFICATION, ETC.

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——*See also* COLLEGE AND UNIVERSITY LIBRARIES; HOSPITAL LIBRARIES; SPECIAL LIBRARIES.

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LIBRARY PLAYS. *See* PUBLICITY.

LIBRARY SCHOOLS. *See* TRAINING, QUALIFICATION, ETC.

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——*See also* PUBLICITY.

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——*See also* BOOK SELECTION; CATALOGING; PUBLIC LIBRARIES—WORK WITH SCHOOLS.

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"Whatever enjoyable informality may exist in the smaller libraries, it should not extend into their true business-like conduct."

SPECIAL COLLECTIONS

Bishop, W. W. Some newer responsibilities of American librarians. *Zent. f. Bib.* 50: 106-111. 1933.
". . . . the custody, safekeeping, and proper use of archive material and of rare books. . . ."

Cupp, E. A. Pamphlets, their collection and classification in law libraries. *Law Lib. Jour.* 25: 240-245. 1932.

Foucher, L. C. Foreign language book stock in public libraries of New York State. table. *New York Libs.* 13: 173-174. 1933.
Table shows book stock of public libraries of less familiar foreign languages; arranged by language; for state interlibrary loan.

International mind alcoves. *New York Libs.* 13: 175-177. 1933.
Describes method of obtaining this collection of 80-100 books from the Carnegie Endowment for International Peace by libraries serving places of 10,000 and less.

Kuhlman, A. F. Preserving social science source materials. *A.L.A. Bull.* 27: 128-132. 1933.
Outlines the plan of the Social Science Research Council for "one or more libraries in each state that seemed qualified and that were willing to undertake to collect, organize, and preserve as complete a file as possible of public documents and related material originating in that state."

Manley, M. C. City directories in public libraries under present economic conditions. 524-528 Broadway, New York City. *The Directory Journal.* 44: 7-8. 1933.
Percentage of patrons using the Directory collection in the Business Branch of Newark Public Library varied monthly in 1932 from 35 per cent to 50 per cent. List of libraries having collections is added.

SPECIAL LIBRARIES

Armstrong, H. E. Functions of a teachers college library. Indiana State Teachers College, Terre Haute, Ind. *Teachers College Journal.* 4: 219-220+. 1933.

Chavance, Rene. Une cinénamathèque nationale. illus. 140 faubourg Saint-Honoré, Paris (VIIIe). *Beaux arts.* 72: 4. Jan. 13, 1933.
Slight detail.

Chipman, F. S. The common law, its relation to the development of law libraries in the United States. *Law Lib. Jour.* 25: 164. 1932.
Includes an historical summary of legal history and discusses bibliography and biography, "important elements in the development of any system of law, creating a wide range of legal literature, and thus stimulating the growth of the law library."

Ould, R. S. The Patent Office Scientific Library; its function in the patent system, and its minimum standards of library service. Patent Office Society, 104 Academy Ave., Federalsburg, Md. *Journal.* 14: 745-762. 1932.

Vance, J. T. The centennial of the Law Library of Congress. American Bar Association, 1140 N. Dearborn St., Chicago. *Journal.* 18: 597-599. 1932.
Historical; growth under difficulties.

——Gaps in national collection of legal reference books. Washington, D. C. *United States Daily.* 7: 2222. Feb. 24, 1933.
Survey of its work and needs; some historical data.

——*See also* CATALOGING, CLASSIFICATION, ETC.; GIFTS. TRAINING, QUALIFICATION, ETC.

Brigham, H. F. The training class is passing. *A.L.A. Bull.* 27: 23-26. 1933.
Rebuttal by Clarence E. Sherman, "The Training Class Is Not Passing," p. 26-31; other arguments, p. 31-33. Mr. Sherman's contention is that an assistant trained in a library's own training class is more directly valuable to it than a library school graduate trained elsewhere. Mr. Brigham calls training classes temporary and costly expedients.

Certification of librarians. *Ill. Libs.* 15: 10-12. 1933.
Progress report of the first year's work of the Certification Board and "Schedule of Qualifications for Certificates for Librarians of Illinois."

Certification of librarians in Kansas. Kellogg Library and the Library School, Kansas State Teachers College, Emporia. *Kel-log-gian.* 5: [6-8]. 1933.
Text of proposed law for submission to the Legislature last January.

Deux aspects de l'action internationale en faveur des bibliothèques. I. La formation professionnelle du bibliothécaire. Institut international de coopération intellectuelle, 2 Rue de Montpensier-Palais-Royal-Paris I. *Coopération intellectuelle.* 24: 1347-1352. 1932.
Includes summaries of training or customary standards of librarianship in various countries.

Fargo, L. F. Teachers college in relation to the training of school librarians. Nashville, Tenn. *Peabody Journal of Education.* 10: 45-52. 1932.
Proposed program: 1. Determine the function of the library and the librarian with reference to the process of education. 2. Build a training curriculum around functions. 3. Provide a faculty which is at home in both teaching and library fields.

Van der Briele, Wolfgang. Der Ausbildungsgang des akademisch vorgebildeten Bibliothekars an kommunalen Büchereien. *Zent. f. Bib.* 50: 182-187. 1933.

TRUSTEES, BOARDS, COMMITEES, ETC.

Marcus, W. E., jr. Library trusteeship at flood tide. Free Public Library, Montclair, N. J. *A Trustees' Organ.* 3: 1-2. 1933.
Methods by which trustees can "take an active part in creating favorable public opinion."

Suggestions to library trustees. *New York Libs.* 13: 172. 1933.
Statements and resolutions adopted by the Trustee's Section and by the Council of A.L.A. at the Chicago conference.

UNION OF SOVIET SOCIALIST REPUBLICS—LIBRARIES

The U. S. S. R. unifies its library service. 1637 Massachusetts ave., Washington, D. C. illus. *Soviet Union Review.* 10: 225-228. 1932.
The Orechovo-Suevo Library is serving as a nation-wide demonstration. Librarians come there from all parts of the Soviet Union to learn their methods.

THE LIBRARY of Congress has a supply of the following work for distribution: *A Survey of Higher Education in Tennessee 1924*, by the United States Bureau of Education. Published by the Tennessee College Association, 1926. 114 p. A copy will be sent without charge to any librarian requesting it. The request should be addressed: Linn R. Blanchard, Chief, Division of Accessions, Library of Congress, Washington, D. C.

The Open Round Table

Changes In German Prices

COPIES of the minutes of the discussion in Chicago on the cost of German periodicals have been sent to libraries which filled out the questionnaire mailed in December. Other libraries can obtain copies upon request to the undersigned.

Many changes are now taking place in both prices and discounts of German books and periodicals. An American importer has informed me of one rather large reduction in price in the case of the *Physikalisch-Chemisches Taschenbuch* edited by C. Drucker and E. Proskauer, and published by the Akademische Verlagsgesellschaft. Volume 1 appeared in the first half of 1932 and cost Mk.29. Volume 2 has just appeared and costs only Mk.17, a reduction of 40 per cent. There is a difference of only sixty-five pages in the two editions, or 11 per cent. On the other hand, a few recent numbers of certain scientific periodicals recently received show a slight increase over the high prices charged formerly. Librarians will watch these changing prices carefully as indicative of the policy of various publishers. They should have a marked effect on purchases.

——CHARLES H. BROWN,
Librarian, Iowa State College.

To Directors Of Library Schools

As A group of librarians most directly affected by the conditions of unemployment, and as recent library school alumni, we venture to address this communication to you.

According to figures presented at the recent Midwinter Meeting of the American Library Association, there are 1,177 professionally trained librarians at present unemployed, of which seventy per cent are graduates of the classes of 1931 and 1932. For every new and vacant position there are at least fourteen trained librarians available.

In addition to this large group of unemployed, there are this year 1,475 students enrolled in the thirty-three principal library schools. It appears, therefore, that the number of unemployed will be increased upon the graduation of this year's class and that the added competition for positions will further complicate the solution of the unemployment problem. The dangers attendant on this great over-supply are familiar ones, but they are none the less to be avoided. Over-supply has already led to a lowering of standards in graded services. It will soon lead to a lowering of morale within the profession, and to the creation of a permanent group of unemployed, in which the potentialities of friction and unrest are only too obvious.

The limitation of enrollment in the library schools will partially resolve the problem. At the Midwinter Meeting mentioned above, the Council voted unanimously to ". . . . go on record as in favor of the radical reduction of the enrollment in library training agencies by placing greater emphasis upon personal qualifications and experience before admittance." With this sentiment, we are in hearty sympathy. We believe, furthermore, that limitation should be based primarily on demand, and that a definite policy along this line should be immediately determined and consistently followed. For present relief, we approve of all attempts to widen the scope of placement by extending this service to include allied types of work.

In the light of the facts, rather than the opinions outlined above, we earnestly bespeak your serious consideration of this problem which concerns to a very considerable degree the present and future welfare of our profession.

——JUNIOR MEMBERS ROUND TABLE.

Index to Book On Costume

AS THE usefulness of Racinet's wonderful work on costume, *Le Costume Historique*, has always been impaired in this Library from the difficulty of finding anything quickly, we have prepared an index. If sufficient interest should be shown, we will mimeograph some copies and sell them to libraries or others interested for 24c in stamps.

——ROBERT K. SHAW, *Librarian,*
Worcester, Mass., Free Public Library.

A Criticism Of Book Wrapping

IF YOU have room in one of your forthcoming issues, you might say that I am peeved at a considerable proportion of the librarians of the country because of their grand *insouciance* when returning inspection copies. A surprising number of otherwise well-mannered librarians ship books back like a post office caricature of how not to wrap for mailing.

——HENRY H. BALOS.
Sales Manager, Bruce Humphries, Inc.

Various Organizations Of Library Friends

I See on page 270 of the March 15 Library Journal a note about the Friends of the University of Denver Library which is described as "a unique organization." May I call attention to the fact that organizations of the same sort are now in existence, some of them dating back for five years or more. I am not sure whether the Friends of the Bodleian Library was the first or not, but as far as I know priority is to be attributed to Friends of the Bodleian Library, or to the Société des Amis de la Bibliothèque Nationale. Readers of the Journal might be interested in the following paragraphs which appear in a recent issue of *Ex Libris*, a quarterly leaflet issued by the Friends of the Library of Johns Hopkins University:

"Besides the Friends of the Bodleian founded by the late Sir William Osler there are various other groups of 'Friends,' all recently organized—at Harvard, Columbia, Princeton, Yale, there are societies like our own which have been able to help their university libraries in various ways.

"At Harvard, through the Friends of the Library, it is reported that gifts totalling $216,742 have been received since 1925. Probably the world's largest private collection in economics and mathematics is now housed at Columbia, where in 1928 a small specialized group founded the Friends of the Columbia Library. The latest group of library-friends was organized last December at Yale under the direction of Professor Chauncey Brewster Tinker. The Yale Associates last month received a summary of Dr. Albert Einstein's relativity theory written in his own hand and 160 original letters from Mathew Arnold to Arthur Hugh Clough."

——C. C. Williamson.

How To Clean Fabrikoid Books

Because of the large number of Fabrikoid bound books in public and semi-public libraries, the following directions for keeping such books clean may be of interest. The directions were prepared by the laboratory of the Fabrikoid Division of the du Pont Company. They state that in such libraries where Fabrikoid bound books may be subjected to severe usage and become soiled they should be cleaned whenever necessary by washing with a mild soap and warm water, using a sponge to apply the lather and also for rinsing. Probably the best soap to be recommended for the purpose would be a Saddle soap, although if this is not available any neutral soap, as for instance, Ivory, could be used. Severe rubbing with a brush is not necessary. After the soap has been removed from the cover, the remaining moisture should be removed with a clean, dry soft cloth. If desired, the cover can then be waxed with a good grade of floor or polishing wax, although this is not generally necessary.

Checklist Of Current Bibliography

A.L.A. catalog, 1926-1931. . . . Ed. by M. Horton. Chicago: American Library Association, 1933. 330 p.
About 5,000 titles; "planned to supplement the *A.L.A. catalog, 1926*," annotated.

Agricultural products, Bibliography on the marketing of. Comp. by L. O. Bercaw and E. M. Colvin. Wash., D. C.: U. S. Govt. Prtg. Off.; Supt. of Docs., 1932. 351 p. (U. S. Dept. of Agriculture. Miscellaneous Publication, no. 150.) 20¢.
Supplementary to Miscellaneous Circular no. 35.
Mainly annotated.

Agriculture in the United States, References on the history of. . . . Comp. by E. E. Edwards. Wash., D. C.: U. S. Bureau of Agricultural Economics, Jan. 1, 1933. 11 p. Mimeographed.
A revision of "The History of Agriculture in the United States . . ." Jan. 1, 1931, and of "General Accounts and Summaries of the History of Agriculture in the United States," Dec. 1, 1928, Feb. 1, 1929, and Aug. 1, 1930.

Alcott, Louisa May, a bibliography, comp. by L. Gulliver; with an appreciation by C. Meigs. Boston: Little, Brown, and Co., 1932. 71 p. $1.25.

American Literature, Selective bibliography of, 1775-1900; a brief estimate of the more important American authors and a description of their representative works, by B. M. Fullerton; with an introduction by C. Van Doren. New York: W. F. Payson, 1932. 327 p. $10.

Business failures; a select list of references. Wash., D. C.: U. S. Library of Congress, 1932. 16 p. Photostat. $1.80.
To be obtained only through P.A.I.S., 11 W. 40th St., N. Y.

Canada; a reading list, by W. J. Sykes. 2d printing. Ottawa, Can.: Carnegie Public Library, 1932. 23 p.
Classified.

County libraries, List of references on (supplementary to mimeographed list, Sept. 11, 1925.) Wash., D. C.: U. S. Library of Congress, 1932. 11 p. Typewritten. $1.20.
To be obtained only through P.A.I.S., 11 W. 40th St., N. Y.

Dublin, Printing in. . . . prior to 1601, by E. R. McC. Dix. Dublin: C. O. Lochlainn. About 80 p. $2.50.
Announced by O. Harrassowitz, Querstrasse 14, Leipzig, to whom orders should be sent.
Edition limited to 250 copies, 50 of which are for America.

English literary history, A list of books and articles, chiefly bibliographical, designed to serve as an introduction to the bibliography and methods of. . . . (with an index). 6.ed. Chicago: Univ. of Chic. Pr., 1932. 58 p. $1.

Incunabula in the Library at Milltown Park, Dublin, A catalog of. . . . by P. Grosjean and D. O'Connell. Dublin: At the Sign of the Three Candles, 1932. About 72 p. $5.
Announced by O. Harrassowitz, Querstrasse 14, Leipzig, to whom orders should be sent.
Edition limited to 175 copies, of which 50 are reserved for America.

Indians of North America, List of books on. . . . (titles from A.L.A. Catalog, 1926, and from Booklist, 1926-1932). Wash., D. C.: U. S. Library of Congress, 1932. 13 p. Typewritten. $1.40.
To be obtained only through P.A.I.S., 11 W. 40th St., N. Y.

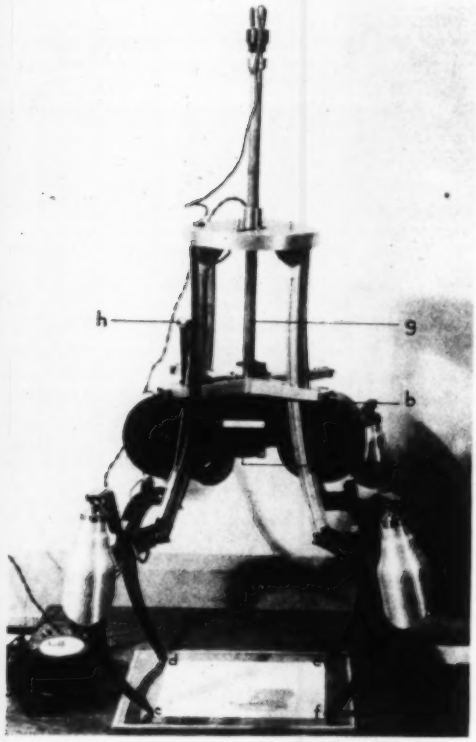
Periodicals, The subject index to. London: Library Association, 1932. 534 p. £3 10s.
Annual. Cumulated or consolidated volumes since 1915; all in print, each at price of above volume, except 1915/16, which is £4 4s.
Indexes about 600 periodicals, mainly English and American, but with French, Belgian, Swiss, German, Dutch, and Italian periodicals represented.
Does not duplicate inclusions in: Agricultural index, Engineering abstracts, Engineering index, Index medicus, Journal of the Society of Dyers and Colorists, Photographic abstracts, Revue de géologie, mineralogie et crystallographie, Royal Meteorological Society's bibliography, Science abstracts: A and B, Textile Institute journal.

Prepared by Karl Brown of The New York Public Library.

In The Library World

Stockholm's New Photograph Apparatus

IN THE March 1, 1932, number of THE LIBRARY JOURNAL Mr. Edward A. Henry published a very interesting paper on the new methods



Camera For Reproducing Books And Prints On Microfilm

of reproducing books and prints on microfilm. As this proceeding is of the utmost importance for library work, it may interest readers to hear about a new camera, which, working on the same established principles of the microfilm, contains some very important improvements. This apparatus is constructed by T. Sellman, architect, Stockholm, and is exploited by the firm "Sellmanfilm."

The construction appears from the photographed reproduced here. The camera is mounted on four legs, the lens pointing downwards. The feet of the legs are placed so as to cover the object to be photographed. The legs will then have a certain inclination towards the level, and this inclination effects quite automatically the focussing. The distance between lens and object is regulated by means of a profile on the inner side of the legs, the extension and the aperture by means of a bearing running on the outer side. In order to ensure even and constant light to the object, lamps are attached to the legs of the apparatus. Also the position of these lamps is regulated by the inclination of the legs.

The exposure is effected by lighting the lamps. The time is regulated by an electric time-watch, seen to the left on the figure. The film used has the size 24 x 34 mm. and is kept in boxes at (b) holding 1,600 negatives. The changing is effected by pressing a button. If one forgets to do that, the

Microprints Arranged Four By Four On A Paper Size A6

lamps will not burn, so that double exposure is prevented. The height of the whole apparatus is about 90 cm. It can conveniently be carried in the hand. The outfit for a photographical expedition may be completed by a handbag holding 20,000 negatives.

The important point in this construction is the absolute mechanization of the focussing. Hereby much time is saved, especially when the objects to be photographed are of different sizes, and one

is always sure to get good work. The handling is extremely simple and can be done by a mere boy.

For some years the Sellman apparatus has been used by institutions in Sweden, though they do not have their own apparatuses, all photographing being done by the Sellmanfilm firm. During the investigation of the Russian archives, carried out jointly by the state archives of the Nordic countries, 1928-30, an apparatus, stationed at Moscow, produced about 100,000 negatives. Also the Library of Congress used the Sellman apparatus during its investigations of the Swedish archives and libraries.

To use these photographs one has them printed on paper of the same size as the negatives, or enlarged to the standard size A 6 (105 x 148 mm.) and A 4 (210 x 295 mm.). The microprints can be arranged 4 x 4 on a paper of the size A 6. Placed in drawers such photographs take up very little space, 1,000 photographs only about 1 cm. For the reading of these microphotographs a binocular microscope can be used. The photographs can of course also be used as microdiapositives with help of a lantern, in the manner described by Mr. Henry. Such diapositives are also good substitute for common lantern slides. A lecturer is then able to carry all the pictures he wants to show in his waistcoat pocket, and there is no fear that the order of the pictures may be disturbed.

——Carl Björkbom,
Sub-librarian, Royal Library, Stockholm.

Photo-Electric Counter Installed

At The Forty-second Street entrance of the central building of the New York Public Library the manual counting of incoming visitors has been changed to a record by a photo-electric counter employing the use of what is more popularly known as the "electric eye."

The projector and "electric eye" are mounted at the right of the door as one enters, the beam of light being projected to a mirror diagonally across the doorway. This mirror receives the light beam and reflects it back to the photo-cell. Each interruption of this beam is recorded by a photo-electric counter which here is placed at the door but which may be located anywhere else in the building. For ordinary purposes a four digit (0,000) counter with a reset attachment is satisfactory, but a five digit reset counter is available at a higher cost.

The difference in totals between careful checking by manual means and by photo-electric counter shows in general that the results by the latter were about five per cent higher.

When first installed, the beam of light caused comment by readers. Installation of an infrared filter made the light beam invisible and relieved the attendants of the necessity of explaining the purpose of the apparatus, how it worked, and so on. With the counter working the doorman gives his time primarily to inspection of outgoing books and readers, instead of trying at one time to count those entering and to watch those leaving the building.

The Library authorities feel the apparatus is promising, and are inclined to believe that with the experience the manufacturer gains by observation of the breakdowns and calls for improvement occasioned by this installation it may at no far distant time be expected to take its place with infallible and accurate machines. Some die-hard conservatives are inclined to swear by the old-fashioned turnstile as ideal for such a purpose. It may be slow and noisy, but—granting proper installation and equipment—there is no denying its count. With the photo-electric counter it is not impossible for one individual to break the light beam twice, unintentionally, and thus register twice.

Right: *Photo-Electric Counter Installed By The New York Public Library. Trial Installation Photograph Slightly Different From Permanent Installation. Equipment Furnished By American Photoelectric Corp., 215 Third Avenue, New York City*

World Wide Photograph

Guilds Or Technocracy?

YET ANOTHER question of policy for the Trustees to decide is the place of machines—and payment for machines—in the library scheme for the next few years. Machines, entering the library much more slowly than has been the case in business offices, are soon to decide whether the same service can be continued on greatly reduced budgets and personnel, with routine processes multiplied from 10 to 45 per cent through the recent increased use of books by everybody. Before any sum is set aside for purchase or rental of machines and the supplies they often involve, decision as to a new labor policy for the library is necessary.

Questions to ponder include these:

Shall we now introduce machines freely into the library's payroll plan or use instead cheap labor and emergency relief help without machines?

How far can we go with a combination of machines and cheap labor?

If we choose more hands instead of more machines, shall we adopt a program of furnishing no labor-saving devices to the manual laborer, in order to increase the number of persons employed?

Shall apprenticeship and training classes and "learning from the bottom up" in the library cease? Will the finer things in libraries disappear if we discontinue this guild system?

Is mass demand now so large as to force upon us acceptance of the principles of mass production?

To restate the main arguments against machines in libraries:

A machine costs money to install.

Any machine presupposes a watchful guardian who keeps it in condition and teaches those who use it to treat it intelligently and use it to the full.

In a library a costly machine is often not in constant enough operation to justify its price or the rental charges upon it.

The argument that a machine creates unemployment does not hold to any extent in libraries at present. Phenomenal increases in the business of borrowing books, coupled with policies of "no replacement when there is a resignation," have so increased the load per library assistant that any mechanical assistance is a godsend, and not as yet a reason for dropping a worker. Other arguments for machines at any price in the library today are elimination or reduction of fatigue, the opportunities for releasing professional workers to engage in professional duties only, and the possibility of increase use of handicapped persons at mechanical tasks.

Arguments against using cheap labor or emergency unemployment help to perform by hand library tasks which could be performed in large measure by machines are in the increase in time consumed before the task is completed and the need and cost of adequate trained supervision.

The library world has seen at various stages of its development a number of time studies and also studies of machines and other labor saving devices. Most of them contribute little now to the 1933 picture, with its changed ideals and simplified routine practices growing out of new economics in every phase of the work. Trustees have a genuine contribution to make now in studying and suggesting the application to processes in libraries, of machines with which they are familiar.

——By MARGERY QUIGLEY.

From *A Trustees' Organ*, February, 1933.

Southern California Library School

DUE TO the economic situation and the number of unemployed trained librarians in the United States the American Library Association has decided that this is not the opportune time to open a library school in Southern California.

At its meeting on December 29, 1932, the Board of Education for Librarianship received the request of the University of Southern California for a grant to be applied to the establishment and maintenance of a library school. The following decision has been reported:

"The Board wishes now to submit without prejudice the following decision:

"1. That no new library school is needed until there is again equilibrium between supply and demand among librarians.

"2. That under present economic conditions the Board of Education for Librarianship is unwilling to approve or recommend any dated grant for a new library training agency.

"3. That the Board of Education for Librarianship believes there is room for an accredited library school with university connection in Los Angeles when normal employment conditions return.

"4. That the Board of Education for Librarianship notes the application of the University of Southern California for a grant to enable a library school to be started in the fall of 1934. It notes further that this application has been accompanied by both written and oral assurances from the officers of the University of Southern California satisfactory to the Board of Education for Librarianship that A.L.A. standards will be maintained and that such facilities as are necessary for an accredited library school either exist or will be furnished. It hopes that employment conditions may return more speedily than now seems likely to warrant consideration of an application for a grant for a new library school of high standing in Southern California, but is of the opinion that its consideration of any grant for a new library school at this time must be postponed."

At a meeting of the Executive Board of the Southern Section of the California School Li-

brary Association, Wednesday, February 9, plans for a few courses to be offered in the summer of 1933 for teacher-librarians already in the field and library school graduates were made. This summer session will be from June 19 to July 28, with classes beginning June 21.

Citizens' Council For Constructive Economy

The Formation of a Citizens' Council in every municipality and county to work for the maintenance of essential community services and for constructive economy in local and state government, is proposed in a joint statement issued by representatives of forty-three national organizations. The statement follows:

"The existence of many public and semi-public community services is threatened. Institutions and activities which have been considered the best evidence of our advanced civilization are being greatly curtailed, and in many places actually discontinued. Taxpayers are demanding cuts. Officials are forced to make them. What can be done about it?

"Our answer is: Organize local and state Citizens' Councils to consider the problems of maintaining essential community services in the face of the need for reduction of public expenditures. The objective of such Councils would be to promote interest in local and state governmental problems, to the end that the present widespread demands for reductions may produce actual and permanent improvements in government, the tax system, and the services rendered by public and semi-public agencies.

"The local organization proposed will be called a Citizens' Council on Constructive Economy. It will be composed of representatives of local groups interested in good government, such as the League of Women Voters, the Parent-Teacher Association, women's clubs, labor groups, luncheon clubs, chamber of commerce, and other similar groups. It will also include representatives of public and semi-public boards, such as those concerned with schools, libraries, playgrounds, museums, health, welfare, and local colleges and universities. Each Council will be autonomous. Its purpose will be to secure for the public the greatest possible benefit from the expenditure of public funds."

The national organizations issuing this statement will ask their members to participate in the formation of local Councils. They will also send to their members suggestions as to how the Councils may carry on their activities. The Citizens' Council idea grew out of informal conferences in New York, Chicago and Washington, following the Citizens' Conference on the Crisis in Education, called by Ex-President Hoover in January. This movement is not, however, concerned with any particular service. It is an attempt to bring into existence Councils of local organizations interested in all of the services, in good government and in real economy. Misinformation is rampant. It is expected that the first effort of each local Council will be to get the facts about costs and wastes of local government and actual services performed, as well as demands for service, and to pass these facts on to the members of the organizations which the Council represents. When there are recommendations to be made to public authorities, whether for elimination of waste or improvement of a service, Citizens' Councils, in cooperation with constituent citizen groups, will speak for the public at large, with adequate consideration of the city's needs and obligations, and should be able to secure such action as is clearly in the public interest. A clearing house for information about Citizens' Councils for Constructive Economy will be maintained in the office of the National Municipal League, 309 East 34th Street, New York City.

Library Receives Gift Of $150,000

Charitable bequests totaling $605,000 were made by Mrs. Therese Schiff, widow of Jacob H. Schiff, banker and philanthropist, who died February 26. The Library of the Jewish Theological Seminary of America, 3080 Broadway, New York City, was left $150,000 to establish the "Jacob and Therese Schiff Fund."

Rôle Of The Useful Book

The A.L.A. Booklist covers the standard useful books. This column aims to mention those of less known publishers or those of well known houses that have an interest too evanescent or too special to have been included there. It is in the hope that some of these odd bits of useful lore may aid the general librarian that the notes are submitted.

Steam and Diesel Engines

Bailey, A. R. *Bailey's Handbook; Universal Question's and Answers for Stationary, Marine and Diesel Engineers and Firemen;* 6th ed. Chicago, Goodheart, 1932. $2.00 ($1.50)

Popular, simple and inexpensive book on fundamentals for the man who must learn to operate the engine. Suitable also for those preparing to pass civil service examinations. Recommended to small libraries.

Candy

Bull, H. P. *Simplified Candy Making.* Author, Albion, Nebraska, c1932. Paper, $1.00

Compiled with the idea of "especially serving the small candy shops, candy kitchens and amateur home candy manufacturer." The recipes can be used for parties, church and club sales. If portions are reduced they are suitable for home use. Bound in paper, it requires the addition of manilla or board binding for library use. Good type and paper.

Motor Boats and Yachts

Atkin, William. *Three Little Cruising Yachts.* Author, Mizzen Top, Huntington, N. Y. N. Y. Printed by Henry S. Houghton 1932. 3 pl. illus. $4.00

"A gaff-rigged cutter, a jib-headed knockabout and a jib-headed cutter, how to build and sail them." This is a bit expensive but three good plans are given, and in view of the demand for simple, recent books on yacht building, it is recommended to libraries that can afford it.

Burgess, J. T. *Knots, Ties and Splices.* Illus. Lond. Routledge. New York. Dutton, n. d. 7/6 or $1.00

Includes a few historic and heraldic notes. Most of the knots, however, are of less aristocratic origin, but more useful purpose. Written for the practical man, but it will interest Boy Scouts and sportsmen as well. Format is good for the price and the illustrations are clearly drawn.

Toys

Pearse, Ouida. *Soft Toy Making.* London and New York. Pitman, 1932. Col. front. illus. $1.00

——Patterns. $.50

Dolls, mascots, marionettes of every type—infants, adults, polar bears, camels and other members of the animal kingdom—are shown with minute directions to the amateur for making them. The author is Head of the Needlework Department at the Plymouth School of Arts and Crafts, in England. Bound in stiff boards. Recommended to small libraries.

Lumber, Woodworking and Furniture

Cary, Austin. *Woodsman's Manual;* 4th ed. Harvard University Press, 1932. $3.00

Originally published under the title *Manual for Northern Woodsmen,* it has been enlarged to include the South, Lake States and the far West as well as New England. Forest surveys and mapping, timber estimating, board and cord measure are given. Full contents; but no index. Suitable for libraries situated in forest and lumber regions.

Walker-Turner Co., Inc. *Woodworker's Handbook, a Practical Manual.* Author, Plainfield, New Jersey. c1932. Illus. $.50

For the experienced craftsman, but so simply presented that the boy or man who is for the first time becoming interested in woodworking power tools can understand it. Each project has been worked out by an experienced furniture designer. Although it is a trade publication in which Walker-Turner tools are discreetly mentioned, there is no offensive advertising. Well bound in cloth, good type and paper. Index.

Prospecting and Mining

Idriess, I. L. *Prospecting for Gold;* 3 ed. enl. Sidney, Australia, Angus & Robertson, Ltd., 1932. (May also be imported through Stevens and Brown, Ltd., New Ruskin House, 28-30 Little Russell St., London, W. C. 1). 5 shillings plus postage (about $1.25)

Although it was written for Australians, it can be used by gold miners in any country. The author, who is an authority, describes in simple language, effective methods of placer mining, sluicing, dam building, dry blowing and amalgamation. Glossary. Index.

——NELLIE MIGNON FISHER,
Head, Business-Technical Department, Library Association of Portland, Oregon.

Library Fines Cancellation Week

THE OAKLAND, Cal., Public Library declares a ten-day moratorium for overdue books and fines.

1. No fines will be charged for any overdue book returned to the Library during a ten-day period beginning Thursday, March 9, at 9:00 A. M. and ending Saturday, March 18, at 9:00 P. M.

2. All fines and other charges (except for reserve postals) now held against borrowers' names will be cancelled upon request made during this ten-day period only.

3. Any books previously taken out accidentally without being charged may be returned during this period under the same conditions.

Overdue books and requests for cancellation of fines and other charges (except for reserve postals) will be received at all library branches and stations as well as at the Main Library. This is an EMERGENCY MEASURE, designed to provide a little temporary relief in the financial stringency and to restore library privileges to hundreds of citizens whose need of them is greater now than ever before. It does not establish a precedent.

Central Library For South Africa

FOLLOWING on negotiations, the Union Government with the City Council of Pretoria have agreed to certain proposals of the Carnegie Corporation to establish a Central Library for South Africa. A grant from the Carnegie Corporation of $125,000 is to be funded, and the interest thereto devoted to the Central Library. The Library is to be free, and supported by the Union Government with a grant of £2,000 annually, and Pretoria with a grant of £2,500 annually, while supplying the whole country with specialist and other of the more expensive types of books. The Library will also work towards the expansion of the national service by means of a permanent library organizer, an annual library school, and the encouragement of cooperation between all sorts of institutional libraries. Library cooperation, when fully organized, should obviate the necessity for purchases in many cases: it is hoped that, as regards the more expensive books, where hitherto copies have been bought at a dozen or more centres it may in future not be necessary to buy more than one or two copies.

——*Library Review,* No. 25, p. 38.

Among Librarians

Appointments

Rachel Agg, Illinois '29, formerly branch librarian of the Kensington Branch of the Kansas City, Mo., Public Library, has had her work expanded and staff enlarged by the change of that branch to new quarters in the East High School. The branch is now known as the East Branch of the Kansas City, Mo., Public Library.

Mrs. Mary A. Carpenter, formerly an assistant librarian in the Evanston, Ill., Public Library, has recently been made librarian of the Glenview, Ill., Public Library.

Rose Cohen, Washington '28, has been appointed first assistant in the Reference Department in the Tacoma, Wash., Public Library.

Helen Louise Edmondson, Illinois '27, has resigned her position as librarian of Marshall College, Huntington, West Virginia, to accept the position of librarian of the College of Education at Ohio State University, Columbus, Ohio.

Grace A. England, Illinois '15, former chief of the Civics Division of the Detroit Public Library, became librarian of the Downtown Library in December, 1932.

Margaret A. Flint, Illinois '32, has been appointed assistant loan librarian at the Lincoln Library, Springfield, Ill.

Ruth Hardin, Illinois '32, has been appointed reference librarian in charge of documents at Northwestern University, Evanston, Ill.

Rowene E. Hersey, Columbia '32, is circulation and reference assistant in charge of periodical binding at Connecticut College for Women, New London, Conn.

Margaret Knight, Simmons '32, has been appointed as assistant librarian in the Rutland, Vermont, Free Library.

Amelia Krieg, formerly superintendent of the Cataloging Department at the University of Iowa Library, is now assistant director of the University of Illinois Library School.

Anna Kosek has been appointed cataloger at the Illinois State Historical Library in Springfield.

Harriet Love, Wisconsin '27, who received a master's degree in library science at Western Reserve in June, was appointed children's librarian for the Training School of the Eastern Illinois State Teachers College Library in November.

Ruth Peck, Emory '32, is Editor of the Genealogy Department of the *Sunday American*, Atlanta, Ga.

Ellen Peters, Pratt '32, has been appointed reference librarian at the Morrisania Branch of the New York Public Library.

Frances Plott has been appointed assistant librarian of the Lakeland, Florida, Public Library.

Quinette Prentiss, North Carolina '32, is now librarian of the South Georgia State College, College, Ga.

Ellinor Preston, North Carolina '32, is librarian at Rutherfordton-Spindale High School, Rutherfordton, N. C.

Alice Prioleau, North Carolina '32, is reader's adviser and in charge of young people's reading at Columbia, S. C., Public Library.

Mrs. Berta McMurry Sedgwick, Pratt '26, succeeded the late Esther Giblin, Pratt '16, as librarian of St. Francis College, Brooklyn, N. Y.

Gertrude Smith, North Carolina '32, has been appointed librarian of the Minor High School, Ensley, Alabama.

Margaret Stapleton, Washington '26, has recently resigned from the Tacoma, Wash., Public Library in order to spend a year in traveling and studying.

Suzanne Tucker, North Carolina '32, has been appointed assistant librarian at the Raney Public Library, Raleigh, N. C.

Dr. Douglas Waples of the staff of the Graduate Library School of the University of Chicago has been appointed a member of the American Committee of the Library Section of the World Association for Adult Education.

Malcolm C. Wyer, Dean of the Library School of the University of Denver, has been appointed director of the libraries in all the schools of the University. He plans a thorough survey of the conditions of the libraries and of their needs. His appointment makes possible a closer cooperation between the central library on the Arts campus and its branches in the Schools of Commerce, Law, Library, and Art. It also makes more effective the work of the Friends of the Library, an organization whose express purpose is to supply the University of Denver Library with the books which it most urgently needs, those which it should have for their cultural worth, and those which because of their variety, value, or beauty will be suitable for display in the Treasure Room in the new Mary Reed Library. Mr. Wyer will retain his position as director of the Public Library of Denver.

The Calendar Of Events

April 8—Ohio Valley Regional Group of Catalogers, annual meeting at Lexington, Ky.

April 9-12—California Library Association, annual meeting at Hotel Oakland, Oakland, Calif.

April 11-13—Ohio Library Association, annual meeting in Columbus, Ohio.

April 17—Pacific Northwest Regional Conference, Catholic Library Association, Holy Names Academy, Seattle, Wash.

April 17-18—Ontario Library Association, annual meeting in Toronto.

April 18—Eastern Regional Conference, Catholic Library Association, College of New Rochelle, New Rochelle, N. Y.

April 21-22—Joint meeting of New Jersey Library Association and Pennsylvania Library Club at Hotel Ambassador, Atlantic City.

April 27-28—Louisiana Library Association, annual meeting at Washington-Youree Hotel, Shreveport, La.

April 27-29—Texas Library Association, annual meeting at Wichita Falls, Texas.

April 29—Columbian Library Association, annual meeting at Hood College, Frederick, Md.

May 10-11—North Carolina Library Association, annual meeting at Woman's College of the University of North Carolina, Greensboro, N. C.

May 11-13—Georgia Library Association, annual meeting at Athens, Ga.

May 15-16—Montana Library Association, annual meeting at Missoula, Mont.

May 18-20—Pennsylvania Library Association, annual meeting at Philadelphia, Pa.

May 22-24—American Association for Adult Education, annual meeting at Jones Memorial Library, Amherst, Mass.

May 29-31—Pacific Northwest Library Association, annual meeting at Victoria, B. C.

June 5-7—Massachusetts Library Club, annual meeting at The Northfield, East Northfield, Mass.

June 12-17—New York Library Association, forty-third annual meeting at Briarcliff Lodge, Briarcliff Manor, N. Y.

October 16-21—American Library Association, annual meeting at Stevens Hotel, Chicago, Ill.

October 16-21—Wisconsin Library Association, annual meeting in connection with the American Library Association.

Free

"THE WHY; What and When of a Century of Progress International Exposition," a descriptive folder featuring Chicago's 1933 World's Fair, will be sent free to libraries on request. A pictorial poster of the Exposition suitable for display on bulletin boards is likewise available. Requests should be directed to the Promotion Department, A Century of Progress, Administration Building, Burnham Park, Chicago.

●

A FORTY-FIVE page pamphlet entitled *Guide Posts for Young Mothers* (Along the Road to Better Baby-ville with the How, When and Why of Feeding Beech-Nut Pressure Cooked Cere-jel Strained Fruits and Vegetables) written by Anne Pierce and illustrated with photographs by Ruth Nichols, is available free to librarians on request. Apply direct to Beech-Nut Packing Company, Canajoharie, N. Y.

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For Sale

SOUTHEASTERN Library Association offers for sale at $.25 each copies of Papers given at 1926, 1928 and 1930 meetings and Papers and Proceedings of the 1932 meeting. Please send cash with order to Miss Beverly Wheatcroft, Secretary-Treasurer, 401 State Capitol, Atlanta, Ga.

For Sale Or Exchange

LIBRARIANS: What old works on Bookkeeping have you for sale or exchange? Will offer a good price for books on Bookkeeping by American authors published in the United States between 1800 and 1900. R. S. Leonard, Bentley School. 921 Boylston Street, Boston, Mass.

Positions Wanted

Young lady graduate of Columbia School of Library Service desires position. Experience in public and school library work including story-telling. C10.

●

Young lady, college and library school graduate with four years' experience in school and public library work desires position anywhere. C11.

Wanted

Poole's Index to Periodical Literature, 4th Supplement, 1897-1901; *English Journal*, Vol. 1 & 2; *Book Review Digest*, 1917, 1904-6, 1908-10. Bound annuals, wanted by Tulane University Library, New Orleans.

●

RAND, MCNALLY. *Commercial Atlas Of Foreign Countries*. 1921. F. Donovan, Jr. 1919 Arch St., Phila.

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Children's Librarians' Notebook

Relief's Rocker. By Alice Dalgliesh. *Macmillan.* $1.75.

Relief Tucker had very straight hair which hung down her back in two pigtails and even when her mother put it up on end-papers it would be almost as straight as ever, and this bothered Relief a great deal. For Relief was a little girl who lived in a village named Sandy Cove, between Saint Mary's Bay and the Bay of Fundy, and I suspect that quite a few of the other little girls in Sandy Cove had curly hair. However, Relief had a great many other things to keep her from worrying about her hair. First there was the doll, Fair Rosamund with her seven dresses, one for every day in the week, then there was the trip to Benny's Cove, and the finding of the spar, to say nothing of the Sunday kitten. But the most important thing was Relief's little black rocker which became hers in the most astounding fashion and which turned out to have a magical part in bringing her Uncle Emden back from sea. Alice Dalgliesh, who tells us all these things, knows a great deal about Sandy Cove because she lives there and Hildegard Woodward, the illustrator, knows exactly how everything should look to belong in Sandy Cove. Together they have produced a book which ought to be pure delight for children from eight to ten.

——Eleanor Herrmann.

The Rise Of Rome. By Gordon King. *Doubleday.* $3.50.

One hopes that the young reader venturing forth for the first time in an independent search for history will discover *The Rise of Rome.* For Mr. King not only tells his story with astuteness and clarity, and an intelligent elimination of confusing detail, but, what is more important, he gives us something of the flavor of Rome. The youthful reader will label this not a text-book, but a dramatic story. The book is a remarkably entertaining account of the Eternal City from its early history through the age of Augustus. Mr. King develops the story through a study of the achievements of great personalities. He makes quite clear the changing character of the Roman people and the causes which produced their changing fortunes, and wherever he differs from historians in an interpretation of character or motive, the fact is so stated. This little volume is provocative, and the allusions to classic writers in the text and in the well annotated bibliography challenge the reader to search for source material. The artist, with his portrait drawings, and the publishers, with makeup and type, have made the volume attractive and dignified.

——Eleanor Herrmann.

The Ragamuffin Marionettes. By Frances Lester Warner. Illus. by Margaret Freeman. *Houghton.* $1.75.

The intriguing title of this new book of marionettes is no more fascinating than are the marionettes themselves, made of apples and egg shells and rags and clothespins. The directions for making the hand puppets and string marionettes are so simple and the ingredients so indigenous to every household, that they bring these happy creatures right into the child's home and playtime. The book is done with that spirit of fun which belongs to puppets whether professional or rag-bag. The pictures by Margaret Freeman are in the same spirit and are helpful in a constructive way as well. The three puppet plays are really entertaining. The book will be a delight to those who already like puppets and to those who will like puppets as soon as the book is read.

——Emma L. Brock.

Philibert's Bright Ideas. By Henri Avelot. Illus. by the author. Trans. by Helen Hammitt Owen. *Warne.* $1.50.

This is one of those humorous moral tales which are done so well by the French and are a delight to children of all countries. Philibert is the victim of the bright ideas that assail all children in greater and less degrees. Philibert's ideas, however, are especially numerous and unusually disastrous from the grown-ups' viewpoint. Philibert kindly waters the flowers on his mother's best hat and freshens up the family portraits and rocks the baby in the chandelier. Could a boy be more helpful! Needless to say, Philibert reforms at the end. The drawings, of the Boutet de Monvel tradition, are entirely in keeping with the story and are genuinely humorous.

——Emma L. Brock.

The Little Boy With The Big Apples. By Elsa Moeschlin. Illus. by the author. *Coward.* $1.75.

A colorful and humorous picture book, from the German, done by Elsa Moeschlin. We have already had her delightful *Red Horse* which has been a great favorite with children, and this new book is as gorgeous and as interesting. The search for the hugest apple is especially toothsome to those of us who like them and Charlie Rask's selling of the contestant apples and his purchasing of ten little apple trees for his orchard—"and he did not spend a penny on toys or on taffy"—add the moral lesson which children will not at all mind.

——Emma L. Brock.

FILIPPO THE JONGLEUR. By Harriet Street Downes. Illus. by Carlos Sanchez M. *Longmans.* $2.

Ignorant of his parentage, and kept to a rigid schedule in the vine-clad monastery of San Michele, the merry Filippo rebels against the cloistered life and runs away, to become a wanderer on the road. His impish spirit leads him into a series of adventures which he meets with a mixture of bravado and nonchalance. He talks with equal assurance to peddlers and to nobility, encounters brigands and villains, and meets St. Francis himself. A gold harp holds the solution to his lineage, and establishes his filial relationship with a countess. A bit of romance is introduced by Filippo's betrothal to the ward of the countess. Filippo is a convincing character, and his meeting with St. Francis is handled with delicate charm. Setting and atmosphere are clearly established and retained throughout the entire book. Every page is good writing, though the tale as a whole is not as arresting in plot interest as it might be, perhaps because the author is somewhat self-conscious in her scrupulous endeavor to reproduce the speech of the period, and because she has permitted too much dialogue to carry the action.

——ELEANOR HERRMANN.

THE MYSTERY OF THE NANCY LEE. By Ruby Lorraine Radford. *Penn.* $1.75.

An utterly trashy story about a brother and sister who, in seeking for treasure, explore a boat which is private property. Instead of meeting with disaster they are unbelievably successful in their search, rescuing a beautiful orphan and living happily ever after. The price is preposterous.

——LETHA M. DAVIDSON.

DEBBY BARNES, TRADER. By Constance Lindsay Skinner. Illus. by John Rae. *Macmillan.* $2.

Debby Barnes is a young sixteen-year-old girl who reminds one of Becky Landers in her resourcefulness and courage after she is left homeless by an Indian raid. While searching for her sister who has been captured by the Indians, she meets and is greatly befriended by the Boone family. Young Daniel Boone, two years her junior, becomes her partner in the business of hunting, trapping and trading. The story is laid in Pennsylvania and gives an interesting picture of pioneer life, also of early Philadelphia where on one of her trading trips Debby meets Benjamin Franklin and young George Washington. Most interesting of all is her life with the Boones and her simple betrothal to the brave lad who rescues her sister. Although, in the end, a newly found uncle offers her a life of ease, she decides that the wilderness will be her cabin site. For older girls.

——HELEN NEIGHBORS.

HOW TO SEE PLANTS. By Eric Fitch Daglish. *Morrow.* $1.50.

Botany for children and adults—a compact little volume which can be read with interest and enjoyment from cover to cover, but will be of little use as a text book or reference help. The clear, simple text, explicit diagrams and lovely woodcuts are worthy of what we have come to expect from the author who so pleasantly combines his work as naturalist and artist.

—LOUISE HETHERINGTON.

MORE ABOUT MAX. By Mabelle H. St. Clair. *Harcourt.* $2.

Continues the story of this author's *Max*, story of a little black bear. Here we read about Max's life in Yellowstone Park and his transformation from a sheltered pet into a real black bear who runs with his kind, gets his own food, and learns to beg sweets from the tourists. Simply told and marked by a humorous element that will appeal to little readers.

——AGATHA L. SHEA.

OLDER MOUSIE. By Golden Gorse. *Scribners.* $3.

Mousie, the Moorland pony, is older and more adventuresome in this second story of the world famous pony. Patience and Jack are still his owners, but he is borrowed by Irene and Stanley to teach their pony a Moorland pony's ways. Mousie runs away and is captured by Jake, a gypsy, in charge of a circus pony, Midget, from whom Mousie learns the life of a circus pony. They converse in pony language, comment on life and people, until Mousie falls into the hands of a new owner, not so understanding as Jake, so he runs away; and being homesick, comes into his own again. His homecoming; reception by Patience with, "'Mousie darling, are you glad to be home again?' she said softly. Of course I was, but I couldn't speak. I loved her very much. I laid my head on her shoulder and blew softly down her neck." *Older Mousie* is for *Black Beauty* lovers. Lionel Edwards' pencil drawn plates add to the charm of the story and to the price, which may cause it to be ear-marked for later purchase.

——NORA CRIMMINS.

ROLLING WHEELS. By Katharine Grey. *Little.* $2.

An account of the westward journey of the Lambert family from their home in Indiana to the California of the 1840's. Unlike too many stories of this period of American history, this book does not skim over the hardships and ordeals of the trek. It is rather a happy combination of thrills and realism, resulting in an excellent narrative to give enjoyment and inspiration to boys and girls entering their teens.

——MARIE L. KOEKER.

Takamere And Tonhon. By Anna Williams Arnett. Illus. by Dorothy Saunders. *Beckley-Cardy*. 70¢.

Rather interesting daily incidents in the lives of a couple of Indian children who lived on the mid-western plains long ago. The pleasing quality of the stories is ruined however by the ever recurring sentimental descriptive phrases such as "Takamere, the dear little, dark little Indian girl" and "Tonhon, the strong little, brave little Indian boy" and by the almost patronizing tone of the author. The many wild animal pets of the children are interesting but the actual customs of the plains Indians are not stressed. Format good and book is strongly made but would not buy for library use. For third and fourth grades.

——Helen Neighbors.

Rosalita. By Lovell Beall Triggs. *Century*. $2.

California under the Mexican régime is the background for this entrancing story of Rosalita, who wanted two things very badly—a real doll with golden hair, and a husband for her beautiful and adored sister Isabella. How Rosalita rode off by herself to find her doll and how she was captured by bandits and how finally her wishes came true is a tale that will hold the interest of younger girls, and boys, too. It is a question, however, as to whether the Spanish words and names interspersed in the story do not require an interpreter for children east of the old Spanish settlements.

——Marie L. Koeker.

Exploring With Beebe. By William Beebe. *Putnam*. $2.50.

An experience youth should not be denied, for the naturalist has made a careful selection from his writing. *Galapagos, Arcturus, Jungle Days, Pheasant Jungle*, and *Beneath the Tropic Skies* have been drawn upon in the interest of younger readers. The result is a unified volume of travel, adventure and natural history, couched in English of quality. Beebe as a young reader's guide, makes reference to *Alice in Wonderland, Winnie the Pooh*, Henty; and I predict a Winnie the Pooh and a lover of Alice becoming a Beebe fan. "Children of a larger growth" will bring appreciation to a volume that has interest enough to compel a reading in a sitting. *Exploring with Beebe*, with seventeen photographs by the author, has country and city appeal.

——Nora Crimmins.

The Pursuit Of Happiness. By Lenora Sill Ashton. *Lothrop*. $1.50.

The Dutch and New York at the time of the Revolution furnish the background for this simple story whose characters speak a badly garbled variety of archaic speech and act rather wooden. Such a book may not do actual harm in a library, but there is very little good in it.

——Letha M. Davidson.

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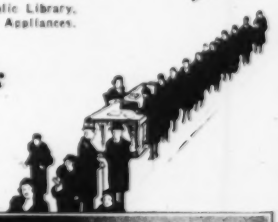
Quoted by permission Mr. Orlando C. Davis, librarian of the Bridgeport Public Library, and chairman of the A.L.A. Committee on Library Equipment and Appliances.



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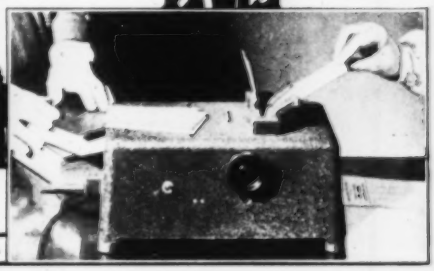

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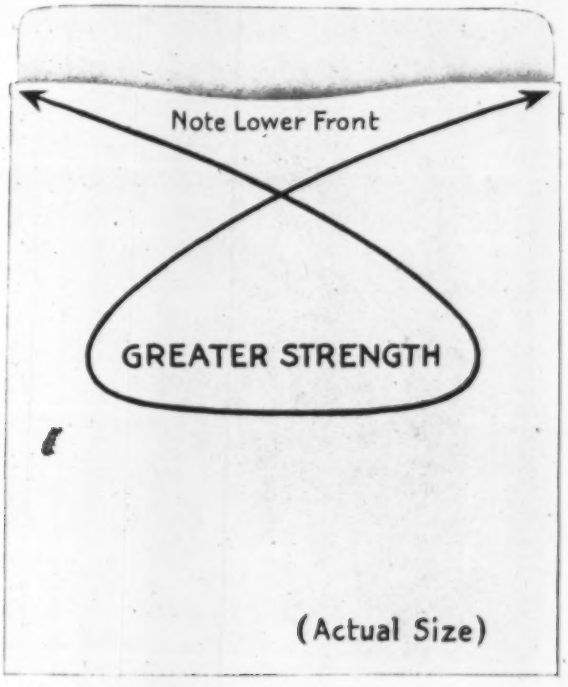

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